



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services

1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

Hillary Gitelman
Director

MEMORANDUM

To: Kirsty Shelton, Planning Division	From: Jeannette Doss, Engineering and Conservation Division <i>go</i>
Date: February 21, 2013 <i>Revision March 27, 2013</i>	Re: Treasury Wine Estates - Stags Leap Use Permit - Engineering CoA 6150 Silverado Trail, Napa, CA P12-00110 APN 032-530-034

The Engineering Division received a referral for comment on a modification to an existing use permit for Treasury Wine Estates, generally requesting the following:

To modify Use Permit #s: U-508687, U-417778, U-508687 and U-508687 requesting approval of the following: 1) Converting an existing residence and bed and breakfast to commercial accessory to winery uses by relocating tours and tasting from the existing winery to the historic home commonly known as the Manor house; 2) Increase visitation by 30 people per day, for a total of 40 people per day by-appointment only visitation; 3) Inclusion of food and wine pairing as part of tours and tasting; 4) Allow on-site bottle consumption as per AB 2006; 5) Establishing the tours and tastings hours of operation from 10 am to 6 pm; 6) Construction of an ADA pathway and an outdoor ADA accessible restroom; 7) Minor interior improvements to the bathroom and doorway for compliance with ADA; 8) establishing the tours and tastings hours of operation from 10 am to 6 pm; 9) Increase the number of employees from two full time and one part time to three full time and one part time; 10) installation of underground fire suppression pipes to connect to the neighboring system; 11) Approval of a road modification and 12) Certificate of Legal Non-conformity to acknowledge four additional residential units and a larger guest house that were built prior to code adoption and not allowed by the current zoning.

After careful review of the use permit modification package submittal the Engineering Division recommends approval of the project with the following recommended conditions:

EXISTING CONDITIONS:

1. Napa County parcel 032-530-034 is located on Silverado Trail.
2. The existing parcel is approximately 10.17 acres.
3. Parcel is currently developed with the manor house, winery, several residential structures, and several other mixed use buildings.

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 conform to the requirements of the latest edition of the Napa County Road and Street Standards.

NEW PRIVATE ACCESS ROADS AND DRIVEWAYS:

2. All roadway construction associated with this application shall conform to the current Road and Street Standards of Napa County at the time of building permit submittal and accepted construction and inspection practices.
3. The applicant must obtain an encroachment permit from the Public Works Department for any work performed within the Napa County Right-of-Way.
4. Applicant has requested a modification to the Napa County Road and Street Standards for the access driveway. The requested modification proposes a series of short one-way loops as an alternative to the commercial driveway standard of an 18 ft wide travel way with 2 ft of shoulders. Portions of the one-way loops will be reduced to as much as 11 ft wide over short distances to accommodate historic features and several mature trees along the driveway. Engineering will support the request with the conditions outlined in separate attached memo titled "Treasury Wine Estates – Stags Leap Road Modification Request" and *dated March 20, 2013*.

SITE IMPROVEMENTS:

5. 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.
6. 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.
7. 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.

8. If excess material is generated that cannot be used onsite, the Owner shall furnish to the Napa County Planning, Building and Environmental Services 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.

OTHER RECOMMENDATIONS:

9. 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.
10. Prior to any increase in visitation or increase in the intensity of use the driveway and parking improvements as outlined above shall be implemented.

CONSTRUCTION STORMWATER REQUIREMENTS:

11. 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 Planning, Building and Environmental Services Department for review.
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. 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 Planning, Building and Environmental Services Department for review.
14. 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.
15. All trash enclosures must be covered and protected from rain, roof, and surface drainage.
16. The property owner shall inform all individuals, who will take part in the construction process, of these requirements.

POST-CONSTRUCTION RUNOFF MANAGEMENT REQUIREMENTS:

17. 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 Planning, Building and Environmental Services Department office.

Any changes in use may necessitate additional conditions for approval.

If you have any questions regarding the above items please contact Jeannette Doss at 253-4417. For groundwater questions and/or traffic questions, please contact the Napa County Department of Public Works at (707) 253-4351 and ask for Anna Maria Martinez (groundwater) or Paul Wilkinson (traffic).



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Hillary Gitelman
Director

MEMORANDUM

To: Napa County Planning Department, Kristy Shelton, Project Planner	From: Kim Withrow, Senior Environmental Health Specialist
Date: February 13, 2013	Re: Application for Use Permit Modification Stags Leap Winery Assessor Parcel #032-530-014 File # P12-00110

The revised application requesting approval to abandon the bed and breakfast and instead offer tours and tastings in the manor house, including increasing visitation to 40 persons per day and offering food and wine pairings has been reviewed. This Division has no objection to approval of the application with the following conditions of approval:

1. A commercial food facility was not included in this project; however, a kitchen exists in the Manor House and is permitted by this Division as a bed and breakfast. The applicant requests approval for food and wine pairings with the food provided by a Napa County permitted caterer.

If the applicant uses a permitted caterer for food service all food must be *prepared and served* by the permitted caterer. All cooking equipment and related food preparation items must be removed from the Manor House; the onsite kitchen *may not* be used for food storage or preparation.

If the applicant chooses to upgrade the existing kitchen to meet standards in the California Retail Food Code for food preparation on site, plans and specifications for the area must be provided with a plan check fee. An annual permit will be required.

2. A permit to construct a new septic system or alter the existing septic system must be secured from this Division prior to the applicant implementing the change of use authorized by this approval. An inspection of the existing septic system must be conducted and depending upon the results the applicant will be directed to replace or alter the existing septic system in accordance with Napa County Code, Title 13.
3. Plans for the septic system replacement must be submitted for review and approval. The system must be designed based upon the results of a site evaluation conducted by a Registered Environmental Health Specialist or Professional Engineer. If an alternative

sewage treatment system is required, the system must be designed by a Registered Environmental Health Specialist or Professional Engineer. The septic system plans must be submitted and approved prior to the applicant implementing the change of use authorized by this approval.

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, etc.
5. All solid waste shall be stored and disposed of in a manner to prevent nuisances or health threats from insects, vectors and odors.
6. 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.
7. The water system must continue to be operated to comply with the Safe Drinking Water Act and related laws.



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Conservation Development and Planning

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Hillary Gitelman
Director

Building Inspection Division Planning Review Comments

Date: February 6, 2013

Planning Use Permit #: P12-00110

APN: 032-530-014

Owner: Treasury Wine Estates

Description of Use Permit: Major modification to an existing winery. The applicant is requesting to abandon the existing bed & breakfast and allow tours and tastings by appointment on the first floor and porch with food and wine pairing with on-site consumption.

Comments: The Building Division is not reviewing this project for compliance with the California Building Standards at this time; the Division is reviewing the proposed Planning entitlements only. The Building Division has no issues or concerns with the approval of the Use Permit; it is a Planning entitlement only and does not in itself authorize any construction or change in occupancy.

The plans provided for Use Permit application #P12-00110 does not provide enough information in sufficient clarity and detail to determine all code requirements. A complete and thorough plan review will be performed at the time an application is made for the required building construction permits.

1. This facility will be required to comply with the California Code of Regulations, Title 24, and local ordinances that are adopted at the time of building permit application. At the time of this letter the current editions adopted are the 2010 Building, Plumbing, Mechanical, Electrical, Energy, Residential and the Green Building Standards Code

Issues of compliance with the California Building Standards Codes, Title 24, will be addressed during the building permit application, review and approval process. If the applicant has any question please do not hesitate contact me at (707) 253-4417.

All plans and documents for commercial projects are required by California Law to be prepared and coordinated under the direction of a California Licensed Architect (Business and Professions Code, Chapter 3, Division 3 and California Building Code Chapter 1).

Darrell Mayes, CBO
Chief Building Official
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Planning, Building and Environmental Services Department
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INTER-OFFICE MEMO

TO: Kirsty Shelton
Conservation, Development, and Planning Department

FROM: Brian Hampton,
Fire Department

DATE: April 24, 2012

SUBJECT: Stag's Leap Winery

P12-00110

APN# 032-530-014

SITE ADDRESS: 6150 Silverado Trail

The Napa County Fire Marshal staff has reviewed the application to add additional visitation, allow tours and tastings in the manor house, 1st and 2nd floor, with porch, food and wine pairing, marketing plan, and on-site consumption. We would like to request the following comments 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. **Install a KNOX CABINET at the driveway entrance on the right hand side. Contact the Napa County Fire Marshal's Office for an application and additional information.**
3. **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.**
4. **Install illuminated exit signs and emergency backup lighting throughout per the California Building Code 2007 edition.**
5. **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.**

6. Provide emergency vehicle access roads to within 150 feet of any exterior portion of the building. Access roads shall be an all weather road capable of supporting heavy fire apparatus.
7. Provide an approved vehicular turn around within 50 feet of the structure.
8. 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.
9. All structures exceeding 3,600 square feet shall be equipped with an automatic fire sprinkler system in conformance with NFPA 13, 2010 edition. Plans shall be submitted to the Napa County Fire Marshal's Office for plan review and approval prior to any installation.
10. A fire alarm system shall be installed per the 2010 California Fire Code and NFPA 72, 2010 edition. Plans shall be submitted to the Napa County Fire Marshal's Office for plan review and approval prior to any installation.
11. All exit doors shall be operable without the use of a key or any special knowledge or effort.
12. Install illuminated exit signs throughout the building per the California Building Code 2010 edition.
13. Install emergency back-up lighting throughout the building per the California Building Code.
14. The request for beneficial occupancy will not be considered until all fire and life safety issues have been installed, tested and finalized.
15. A complete set of building drawings and civil drawings shall be submitted to the Fire Department for plan review and approval.
16. 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.
17. 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.
18. All emergency vehicle access roads shall be installed per the Napa County Road and Street Standards.

19. All driveways and roads shall comply with the California Fire Code 2010 edition and Napa County Public Works Road and Street Standards.
20. All gated entrances shall be provided with a KNOX KEY SWITCH for electronic gates and/or a KNOX PADLOCK for manual gates.
21. Provide approved steamer fire hydrants within 250 feet of any exterior portion of the structure as measured along approved vehicular access roads.
22. The required fire flow for this project is 200 gpm for a 60 minute duration at 20 psi residual operating pressure. Provide or show there exists a pressurized water system to meet this requirement.
23. Your water storage for this project is 6,000 gallons dedicated for fire flow. Additional water storage will be required for the fire sprinkler system.



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Napa County Fire Department
Fire Marshal's Office
1199 Big Tree Road
St. Helena, CA 94574

Office: (707) 967-1419
Fax: (707) 967-1474

Pete Mufoa
Fire Marshal

INTER-OFFICE MEMORANDUM

TO: Kirsty Shelton
FROM: Ryan Woessner
DATE: 2-11-13
Subject: Road Modification # 1165 for Use Permit # P12-00110

SITE ADDRESS: Stag's Leap Winery Road Exception (APN 032-530-014)

Napa County Fire Marshal's office has reviewed the above road modification. As indicated in the Use Permit traffic information no additional traffic will be using this access. Further a previous Road Exception was approved with Use Permit #9916-MOD. The Fire Marshal's Office is supportive of the road exceptions as indicated in Exhibit A from Summit Engineering dated 2/1/2013 and has no additional conditions of approval.

Please feel free to contact me if needed.

Ryan Woessner
Assistant Fire Marshal

