



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services

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

David Morrison
Director

January 22, 2015

Winery

RE: Request for Information

APN: 0000000

Dear _____,

Winery A, located at _____, was one of twenty wineries selected by the Napa County Planning Commission on August 6th 2014, for the 2014 wine production monitoring program.

The program began nine years ago at the behest of the Board of Supervisors. As a follow-up, the Napa County Planning Commission at their meeting on December 6, 2006, directed the Planning Department to establish a wine production monitoring program. The program provides a means to determine whether a winery's existing wine production level is in compliance with its approved use permit. A formula to calculate existing wine production levels was established by members of Napa Valley's wine industry for this purpose. (See the attached, "Wine Production Flow Chart" for further explanation.) Each year a number of wineries are randomly selected by the Planning Commission for monitoring purposes. As the years progressed, the Planning Commission has requested additional information from the wineries to determine grape sourcing compliance, visitation compliance, custom crush data, and compliance with the Conditions of Approval for the winery.

The names of the wineries selected remain confidential and are not divulged in the final report to the Commission.

I am the staff planner currently assigned to this project and the planner who telephoned you last fall. Here is the list of information I indicated we will need to process the audit:

1. Please provide one copy of the *Federal Report of Wine Premises Operations* TTB Form 5120.17 (sometimes referred to as the 702 form). For this year's program, the TTB forms from January through December of 2014 are requested. (See the attached sample TTB Form for recognition purposes.) Please provide only the forms for the winery located at the **address above**.
2. Please provide one copy of the State of California Grape Crush Workbook, showing all sources and amounts of grapes/juice and/or bulk used during 2014 at the above stated winery.
3. Please provide visitation records (fillable form attached) for all "BY APPOINTMENT ONLY" tours and tastings and ALL marketing occurring at the above stated winery.
4. Please provide information for all custom crush customers who utilize _____ for their production. Please write a very short narrative describing the name of each customer and the amount of wine produced for each customer.

If you find that the results of your production, visitation, or grape sourcing are not in line with your use permit conditions of approval you will be required to ameliorate those findings, by either: 1) immediately reducing the number of visitors or production, sourcing additional local Napa County grapes; or, 2) modifying the existing use permit to allow the additional production or visitation within an agreed upon timeline. Note that grape sourcing is not something that can be modified.

The Department requests that you please send, fax or email the forms within twenty days of receipt of this request to:

Linda St. Claire, Planner III
Planning, Building and Environmental Services Department
1195 Third Street, Second Floor
Napa, CA 94559
Email: linda.stclaire@countyofnapa.org Fax: 707-299-4270

Thank you in advance for your assistance in this matter. If you have any questions, please contact me at: 707-299-1348 or at the above email.

Best Regards,

Linda St. Claire, Planner III
For David Morrison
Director of Conservation, Development & Planning

Attmts: (4)