

“C”

## Previous Project Conditions/Code Compliance Issues



# NAPA COUNTY

## CONSERVATION, DEVELOPMENT and PLANNING COMMISSION

**Jeffrey Redding**  
Director

1195 Third Street, Room 210 • Napa, CA 94559-3092  
Telephone 707/253-4416 FAX 707/253-4336

June 30, 2000

J. Stephen Reynolds  
3260 Silverado Trail  
Napa, Ca. 94558

RE: Request for Use Permit Modification # 99386-UP ( Reynolds Winery )  
(Assessor Parcel No. 39-610-002)

Dear Mr. Reynolds:

Please be advised that **Use Permit Modification Application #99386-UP** was **APPROVED** by the Napa County Board of Supervisors on June 27, 2000 based on the attached conditions.

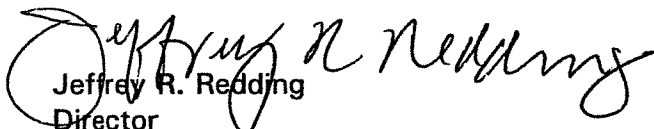
Pursuant to Section 18.124.080 of the Napa County Code, the use permit must be activated within one year and ten calendar days from the approval date, or it shall automatically expire and become void.

**EXPIRATION DATE: June 27, 2001**

An extension of time in which to activate the use permit may be granted for a maximum of 12 months, upon application at least 30 days prior to expiration, and payment of fees in effect at the time of application, and provided that any approved modification of the permit has become final. This letter is your only notice regarding expiration and procedures for extension of this permit.

You are hereby further notified, pursuant to Government Code Sec.66020(d)(1), that the 90-day period in which you would have to protest imposition of any fees, dedications, reservations, or other exactions that may have been attached as conditions of approval, has begun.

Very truly yours,

  
Jeffrey R. Redding  
Director

cc. John Tuteur, Assessor  
Mrs. Evelyn Alley

*H:/wipdoc/master/approval letters/up approval letter*

**CONDITIONS OF APPROVAL**  
**Use Permit #99386-UP (Reynolds Winery)**  
**APN 039-610-002**

1. The permit is limited to:

- a. The establishment of a 20,000 gallon/year winery with custom crush activities for two entities who will utilize a maximum 5,000 gallons of the proposed 20,000 gallon/year production capacity, retail sales by appointment only, consistent with the application forms, supplemental winery information sheet and approved site plan.
- b. The construction of a 4,800 sq.ft. winery and the construction of a 3000 sq.ft. covered crush pad, as delineated on the attached site plan and consistent with the application forms and supplemental winery information sheet, except that all exterior tanks indicated on the winery floor plans have been excluded.
- c. Tours of the winery and/or tasting of wine are limited to no more than 10 persons per day by appointment only and are limited to members of the wine trade, persons invited by the winery who have pre-established business or personal relationships with the winery or its owners, and persons who have made unsolicited prior appointments for tours or tastings (§18.080.620).

Any expansion or changes in use shall be by separate Use Permit submitted for Commission or Zoning Administrator consideration. No lodging is included.

2. Marketing activities are limited to:

- a. Wine release party by private invitation for members of the wine trade, persons who have pre-established business or personal relationships with the winery or its owners, or members of a particular group for which the activity is being conducted on a pre-arranged basis.  
Frequency: Two (2) per year  
Maximum attendance: 40 persons
- b. Harvest party for staff and clients, by invitation only.  
Frequency: One (1) per year  
Maximum attendance 25 persons

All events shall cease by 10:00 P.M., with cleanup completed by 11:00 P.M.

3. The permittee shall submit three copies of a detailed landscaping, fencing, and parking plan for the winery to the Department for review and approval indicating names and locations of plant materials, method of maintenance, the location of the off-street parking spaces, and to specify the location of any fencing or plant materials which will provide adequate screening of any outdoor storage areas. Said plan is to be submitted prior to issuance of any building permit. No building permit shall be issued until a landscaping, fencing and parking plan has been approved by the Department. Landscaping shall be incorporated into the project to provide screening of the winery building to the greatest extent possible from existing adjacent residences. Landscaping, fencing, and parking are to be completed prior to final

occupancy. Landscaping shall be permanently maintained in accordance with the approved landscape plan. The permittee shall select plants which grow at a rapid rate and shall utilize evergreens to the maximum extent possible so as to enhance their effectiveness as screening materials.

4. Six (6) off-street parking spaces on a dust-free all-weather surface approved by the Public Works Department shall be provided. No winery-related parking shall be allowed on Silverado Trail nor in neighboring driveways. Parking shall not impede emergency vehicle access to the winery. If at any time bus transport is contemplated for winery events, they shall be mini-buses with a 24-persons maximum capacity. Any buses shall turn off their engines while waiting for passengers.
5. All winery functions shall occur within the winery building, with the exception of crushing activities. Except for crushing equipment, all winery production equipment shall be located inside the winery building. The crushing equipment and any materials stored outside the winery building shall be confined to the footprint of the covered crush pad, and shall be screened from view of Silverado Trail and adjacent properties by a visual barrier consisting of fencing and/or dense landscaping. No open storage is to exceed the height of the screening.
6. The permittee shall comply with all applicable building codes, zoning standards, and requirements of County Departments and agencies, including but not limited to:
  - The Department of Environmental Management as stated in their letter of June 2, 1999.
  - The Department of Public Works as stated in their letter of February 9, 2000.
  - The County Fire Department as stated in their memo of July 26, 1999.
  - The Building Division as stated in their memo of November 30, 1999.
7. The permittee shall report to the Department on an annual basis by December 31 the source of his grapes, verifying that 75% of the annual production is from Napa County grapes. The report shall include the grape tonnage and the Assessor's Parcel Number(s) where grown. Such report shall be proprietary and not available to the public. A separate report, for the public record, shall include a statement certifying compliance with the source requirement and indicating the percentage of Napa County grapes utilized.
8. All facilities of the winery, including offices, shall be for the exclusive use of the on-site winery. No portion of the structure shall be rented or leased, and the winery facility shall not be used for events hosted by entities other than the winery itself, except those approved for temporary event license pursuant to Chapter 5.36 Napa County Code.
9. All staff costs associated with monitoring compliance with these conditions and project revisions shall be borne by the applicant and/or property owner, other than those costs related to investigation of complaints of non-compliance which are determined to be unfounded. Costs shall be as established by Resolution #95-77 or as such Resolution may be amended from time to time.

Page Three  
Conditions of Approval  
Reynolds Use Permit #99386-UP

10. During winery construction, all construction equipment muffling and hours of operation shall be in compliance with the County Code section regarding noise, Chapter 8.16 (7:00 a.m. to 7:00 p.m.). Any exterior winery machinery equipment shall be sufficiently enclosed or muffled and maintained so as not to create a noise disturbance in accordance with County Code Section 8.16.070(A) or 8.16.060(A). All winery operations which are sources of noise shall be limited to the period of time from 7 AM to 7 PM, except during crush.
11. If a gated entrance is used, it shall include a turn around area to allow a large vehicle (such as a motorhome) to turn around if the gate is closed. Both the Department of Public Works and the Planning Department shall review and approve any plans prior to construction.
12. All exterior lighting shall be shielded and directed downward, shall be located as low to the ground as possible, and shall be the minimum necessary for security, safety or operations, incorporating the use of motion detection lighting to the greatest extent possible. No flood-lighting of the building is permitted. Prior to issuance of any building permit for construction of the winery, a detailed Lighting Plan showing the location and specifications for all lighting fixtures to be installed on the property shall be submitted for review and approval by the Department.
13. The permittee shall comply with 4 Mitigation Measures described in the Project Revision Statement signed by the applicant dated March 31, 2000.
14. No picnicking, outdoor dining, or outdoor wine tastings shall be permitted at any time, nor shall any amplified music be play outside, except as otherwise permitted by a temporary event license or associated with the residences.
15. All grape pomace produced by winery operations, if not disposed of off-site, shall be composted, spread out and worked into the ground to minimize odor. Any raw pomace shall be deposited only on portions of the property east of the existing reservoir.
16. The colors to be used on the proposed winery building shall be compatible with the natural settings and shall be submitted to the Department for review and approval prior to the issuance of any building permit.
17. Any storm water that runs off of (i) the roof of the winery, (ii) the uncovered portion of the concrete pad on the southeasterly side of the winery, or (iii) the turnaround area to the southwest of the winery, shall be diverted away from, and not allowed to flow into, the existing reservoir. The final drainage plan shall be submitted to and approved by the Director of Public Works to verify compliance with this condition and applicable County of Napa drainage standards.

**PROJECT REVISION STATEMENT**

January 24, 2000

**Mitigation Measures for Reynolds Winery**

I hereby revise my proposal for a variance request (#99217-VAR) to the winery setback requirement of 600 feet (§18.104.230) to allow the construction of a new 4,000 ft<sup>2</sup> winery 340± feet from Silverado Trail and the conversion of an existing residence located 250± feet from Silverado Trail for winery uses; and a use permit request (98502-UP) to establish a 20,000 gallon/year winery with custom crush activities for two entities utilizing a maximum 5,000 gallons of the proposed 20,000 gallon/year production capacity, retail sale, tasting by appointment only; the construction of a 4,000± ft<sup>2</sup> winery located 340± feet from Silverado Trail, the construction of a 3000± ft<sup>2</sup> crush pad; and the conversion of a 1310 ft<sup>2</sup> residence located 250 feet from Silverado Trail for use as the winery tasting room and offices and the alternative proposal (#99386-UP) to construct a 4,800 ft<sup>2</sup> winery with a 3000± ft<sup>2</sup> crush pad sited in compliance with the 600 foot setback, located on a 13.45± acre parcel, Assessors Parcel 039-610-002 to include the measures specified below:

**AESTHETICS (nighttime lighting)**

1. Landscaping shall be incorporated into the project to provide screening of the winery building to the greatest extent possible from the adjacent residences.
2. All exterior lighting shall be shielded and directed downward, shall be located as low to the ground as possible, and shall be the minimum necessary for security, safety or operations, incorporating the use of motion detection lighting to the greatest extent possible.

**AIR QUALITY (dust)**

3. Water and/or dust pallatives shall be applied in sufficient quantities during grading and construction operations to limit the amount of dust produced to the minimum possible; or a written waiver of this requirement signed by the inhabitants of each residence with 1,000 feet shall be submitted to and approved by the Conservation, Development and Planning Department prior to the commencement of any work on-site.

**TRAFFIC (safety)**

4. The winery shall be closed for retail sales at 4:30 PM. Any business identification signs located at the winery entrance shall include the hours of closing.

I further commit myself and, by recording this document, my successors-in-interest to communicate the above-specified requirements in writing to any future purchasers of the parcels subject to this application prior to transfer of title.

  
Applicant/Property Owner

3/31/00  
Date



# MEMORANDUM

June 2, 1999

**TO:** Napa County Planning Department, Jeff Redding, Director

**FROM:** Napa County Environmental Management Department,  
Christine Secheli, R.E.H.S., Senior Environmental Health Specialist

**RECEIVED**

**SUBJECT:** Use Permit Application for J. Stephen Reynolds Winery  
Located at 3260 Silverado Trail  
Assessor Parcel #39-610-02  
File # 98502-UP

JUN 2 - 1999

NAPA CO. CONSERVATION  
DEVELOPMENT & PLANNING DEPT.

We have reviewed the above proposal and recommend approval of the application providing the following are included as conditions of approval:

1. A Hazardous Materials Business Plan or Negative Declaration Response Form must be submitted and approved by the Hazardous Materials Section of the Napa County Department of Environmental Management. This must be submitted within 60 days of receiving the use permit unless the applicant submits a letter stating the hazardous materials will not be brought on site until a specified future date. In this case, the Business Plan or Negative Declaration must be submitted within 30 days of bringing the Hazardous Materials on site.
2. That a permit for the installation of the sewage disposal system be secured from the Department of Environmental Management prior to issuance of a building permit. The applicant should be aware that the installation of this system will require removal of the vines in the area of the septic system due to the requirement for import soil fill over the system. If the applicant does not want to do this, an engineered pressure distribution system may be possible, in which case plans for the proposed special designed sewage disposal system and/or private sewage disposal system shall be designed by a licensed Civil Engineer or Registered Environmental Health Specialist and be accompanied by complete design criteria based upon local conditions and shall be subject to approval by the Department of Environmental Management prior to issuance of any permits.
3. That all solid waste be stored and disposed of in a manner to prevent nuisances or health threats from insects, vectors and odors.
4. During the construction/demolition/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.
5. Adequate area must be provided for collection of recyclables. The applicant must contact 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.

6. All diatomaceous earth/bentonite must be disposed of in an approved manner.
7. That the use of the drain field area be restricted to activities which will not contribute to compaction of the soil with consequent reduction in soil aeration. This includes equipment storage, traffic, parking, livestock, etc., over the system.
8. That if any uncovered outdoor crush or process areas are a part of the project, the applicant must submit a letter from their engineer which addresses proper diversion of storm water and process waste water. If a diversion valve (or equivalent) is needed, a detail on same must be submitted. This letter and detail must be received prior to issuance of sewage permits.
9. The proposed water system to serve this project is not currently required to be regulated by this Department under California Code of Regulations, Title 22, or Napa County Code. Therefore, we have no comment as to its adequacy. The applicant may wish to retain the services of a consultant in this matter.
10. If a pressure distribution septic system is installed an annual sewage permit be obtained and that the septic system monitoring requirements be fully complied with as required.

cc: J. Stephen Reynolds, 3260 Silverado Trail, Napa, CA 94558



**PUBLIC WORKS DEPARTMENT  
INTER-OFFICE MEMO**



February 9, 2000

**TO:** Conservation Development and Planning Department  
**FROM:** Russ Bergholz, Associate Civil Engineer *RB*  
**SUBJECT:** **REVISED RESPONSE #2**  
J. Stephen Reynolds Winery, 3260 Silverado Trail, File #98502-UP, APN #039-610-002

This application will allow the applicant to establish a 20,000 gallon/year winery with the construction of a 4,800 sqft winery structure located on the east side of Silverado Trail, south of Soda Canyon Road, also known as Assessors Parcel #039-610-002.

**EXISTING CONDITIONS:**

1. The Average Daily Traffic Count for Silverado Trail just South of Soda Canyon Road is 11,992 (unadjusted) vehicles per day, based on 1999 traffic counts.
2. Access to the proposed winery is through a 12 foot wide gate and along the 12' paved driveway serving the residence.

**RECOMMENDED CONDITIONS:**

1. This Department has reviewed the phase one, water availability analysis for the proposed project. The estimated water demand is below the established threshold for the property. Therefore, the projected water use for this project should not have a significant impact on static water levels of neighboring wells. No further analysis is necessary.
2. Access drive shall be a minimum of 18 feet wide with 2 feet of shoulder. Structural section shall be a minimum 5 inches of Class II Aggregate Base plus a double chip seal coat or equivalent.
3. Any parking required by the Planning Commission as a condition of this use permit must have a minimum structural section of 5 inches of Class II Aggregate Base plus a double chip seal coat or equivalent.
4. Grading, drainage and parking improvements shall be constructed according to the latest "Napa County Road and Street Standards".

5. The applicant must obtain an encroachment permit for any work performed within the Napa County Right-of-Way.
6. Improvements shall be constructed according to plans prepared by a registered civil engineer which are to be reviewed and approved by this office. A plan check fee in the amount of 3% of the estimated cost of the proposed construction will be paid to Napa County Public Works prior to approval of these plans.

cc: J.Stephen Reynolds, 3260 Silverado Trail, Napa, CA 94558

RECEIVED

JUL 28 1999



# INTER-OFFICE MEMO

NAPA CO. CONSERVATION  
& PLANNING DEPT.

WYB

**TO:** Jeffery Redding, Director  
Conservation – Development and Planning Department

**FROM:** Barbara Easter, Fire Department

**DATE:** July 26, 1999

**SUBJECT:** Reynolds Winery Use Permit Comments (Revised)  
Apn: 039-610-002 98502-UP

**Site Address:** 3260 Silverado Trail, Napa

The Fire Department (NCFD) has reviewed the above Reynolds Winery use permit to construct a 4,800 square foot winery with a production capacity of 20,000 gallons per year and the recommendations contained in this memo supercedes the comments of June 4, 1999. The proposed project is located on the eastside of Silverado Trail, south of its intersection with Soda Canyon Road in Napa County. The following items to be incorporated as mitigation measures or conditions-of-approval for the project.

1. All construction and use of the facility shall comply with applicable standards, regulations, and codes in effect at the time of building permit.
2. Fire department access shall be provide by compliance with Napa County Fire Protection Standard and the California Fire Code:
  - a. Installation of Fire Department/Sheriff Office "Rapid Entry System" key switches or padlocks for access through locked gates.
  - b. Fire apparatus access roads shall be provided within 150 feet of every facility, building or portion of the building with an approved route around the exterior of the building or facility.
  - c. Access road shall be a minimum of 20 feet and shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with a surface so as to provide all-weather driving capabilities.
  - d. A turnaround/hammer head shall be provided at the end of the roadway and shall be designed and maintained to Napa County Standards.

3. Water supplies for fire protection shall be provided by compliance with County Fire Protection Standards & California Fire Code.
  - a. Required fire flow in accordance with County Fire Protection Standards and California Fire Code.
  - b. Number and spacing of fire hydrants in accordance with California Fire Code appendix III-B.
  - c. Water storage capacity for fire protection in accordance with County Fire Protection Standard.
4. Build-in fire protection shall consist of that required by applicable codes and the following:
  - a. An automatic sprinkler system with alarm supervision by an approved central, or remote station installed and maintained to appropriate NFPA standards;
  - b. An automatic fire alarm system with alarm supervision by an approved central, or remote station installed and maintained to appropriate NFPA standards;
  - c. If a fire pump is required to pressurize the fire protection system it shall be installed and maintained to appropriate NFPA standards.
5. Technical assistance in the form of a fire protection engineer or consultant acceptable, and reporting directly, to the NCFD shall be provided by the applicant at no charge to the County (CFC section 103.1.1) upon request from the County Fire Marshal for the following circumstances:
  - a. If the project is designed without direct compliance to the applicable constructions requirements, alternate methods proposals (CFC section 103.1.2) will be required from the applicant and technical assistance may be requested for review and compliance inspection of proposals.
6. Plans detailing compliance with the fire and life safety conditions-of-approval shall be submitted to the Napa County Fire Marshal Office for review and approval prior to building permit issuance and/or as described above.
7. "Fire Plan Review and Inspection" fees shall be paid to the Fire Department for all applicable plan review and inspection work at the established deposit basis, plus project consultation time at the hourly rate of \$59 per hour (Napa County Resolution 92-65).

If you should have any question please do not hesitate to contact Barbara Easter as (707) 963-3601 ext. 129 to discuss any other fire protection issue you may have regarding your project.

Bryon J. Carniglia  
Fire Chief

By: *Barbara A. Easter*

Barbara Easter  
County Fire Inspector

CC: Applicant, D-1404 Loveless,  
B-1416 Streblew, CFM Files, Chron



# NAPA COUNTY

## CONSERVATION — DEVELOPMENT AND PLANNING DEPARTMENT

1195 THIRD STREET, ROOM 210 • NAPA, CALIFORNIA 94559-3092  
AREA CODE 707/253-4416

JEFFREY R. REDDING  
Director

### PERMIT APPLICATION AND INITIAL STUDY REQUEST FOR COMMENTS

RECEIVED

NOV 29 1999

TO: Buildings Inspection Division NAPA CO. CONSERVATION  
DEVELOPMENT & PLANNING DEPT.

APPLICATION TITLE: Stephen Reynolds FILE #: 99217-UR

RESPONSE REQUEST DATE: 11.29.99 RESPONSE RETURN DATE: 12.13.99  
FINAL REQUEST DATE: \_\_\_\_\_ FINAL RESPONSE DATE: \_\_\_\_\_

This application (see enclosed project description and/or 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.

Please advise us as to which of your permits is required, your environmental concerns, and whether you recommend that a Negative Declaration or an Environmental Impact Report be prepared on this project. Due to the provisions of AB 884, it is essential that we receive your comments within the next 10 days.

1. Do you have jurisdiction by law over this project  Yes  No  
If yes, indicate required permits: GRADING; BUILDING; PLUMBING; ELECTRICAL  
MECHANICAL

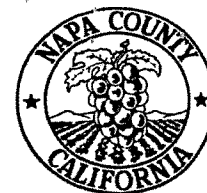
2. Indicate areas of environmental concern and availability of appropriate technical data: NONE

3. Do you recommend:  Negative Declaration  Environmental Impact Report  
4. If the project is approved, recommend conditions-of-approval (use additional page if needed):  
1. SECURE PERMITS AT TIME OF CONSTRUCTION.

5. Have you previously reviewed an application on any portion of this project?  
 Yes  No

6. Name of contact person: [Signature] Telephone: 253-4412  
Response Prepared by: GARY W. BREWSTER  
Title: BUILDING CODES ADMIN.

Date: 11-29-99 19



# MEMORANDUM

TO: Board of Supervisors

FROM: Jeffrey Redding  
Conservation, Development & Planning

SUBJECT: Reynolds Appeals

DATE: June 27, 2000

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## Background:

There are two appellants and two appeals under consideration by the Board today. Mr. Stephen Reynolds is appealing a February 16, 2000 decision by the Commission denying a variance to allow the establishment of a new 20,000-gallon per year winery within the required 600-foot setback from Silverado Trail. Mrs. Evelyn Allen is appealing the May 17, 2000 Commission decision approving the establishment of a new 20,000 gallon/year winery on Silverado Trail. The latter project does not require or propose a variance. Except for this variance to setbacks, the two wineries are equivalent in processing capacity, marketing events and other operating parameters. Environmental assessments have been completed for both projects. The Commission on May 17, 2000 adopted a Negative Declaration. The Board may only take action on one of the projects today.

Since the May 17, 2000 action by the Commission, the two appellants have agreed in principle to settle their differences. However, the formal settlement agreement has yet to be finalized. Therefore staff recommends either:

1. Withdrawal of the two appeals on terms to be discussed with and approved by the Board of Supervisors; or
2. Continuance of these hearings to a date to be discussed and agreed to by the parties. If this alternative is adopted, the staff report and recommendation will be presented at this future meeting.

**NAPA COUNTY BOARD OF SUPERVISORS'**  
**AGENDA ITEM SUBMITTAL FORM**

1. Date of Agenda Item: June 27, 2000 Agenda Item # \_\_\_\_\_

2. Requested Action: **Public Hearing 10:00 AM**

Two Appeals filed as to the establishment of a 20,000 gallon/year winery (with up to 5,000 gallons produced by two custom production operations involving crushing, fermentation, aging and bottling) with retail sales and tasting by appointment only, located on a 13.45 ± acre parcel on the east side of Silverado Trail, south of its intersection with Soda Canyon Road within an Agricultural Watershed (AW) Zoning District.

Assessor's Parcel #39-610-002

The appeals were filed by and concern:

- a) J. Stephen Reynolds to the decision by the Conservation, Development and Planning Commission on February 16, 2000 to deny his Variance Request #99217-Var and Use Permit Request #98502-UP to establish the winery within the required 600 foot setback from Silverado Trail, convert an existing residence to a winery tasting room and offices, and construct an entry gate.
- b) Evelyn Allen to a decision by the Conservation, Development and Planning Commission on May 17, 2000 to approve Use Permit #99386-UP of J. Stephen Reynolds to construct a 4,800 square foot winery and a 3,000 square foot crush pad in compliance with the 600 foot setback regulations in lieu of a variance originally proposed.

**Environmental Determination:** Negative Declaration adopted by the Commission on May 17, 2000 for Use Permit #99386-UP covers both projects.

3. Financial Impact:  Yes  No

4. Background:

"See attached memo"

Dept. Head Review:

By: *[Signature]*

Personnel Dept. Review:

Approved:  Denied:

County Administrator Review:

*[Signature]*



**NAPA COUNTY  
 CONSERVATION, DEVELOPMENT & PLANNING COMMISSION  
 1195 Third Street, Room 210, Napa, California, 94559 • (707) 253-4416**

**APPLICATION FOR USE PERMIT**

**FOR OFFICE USE ONLY**

ZONING DISTRICT: AW FILE NO: 98502-4p

REQUEST: To establish a 20,000 gallon/year winery Date Submitted: Apr. 30, 1999  
w/custom crush activities (2 @ 5,000 gallons) retail sales. Revised Date: November 29, 1999  
Tasting by appointment, construction of <sup>7,000</sup>8340 ft<sup>2</sup> winery Date Complete: December 24, 1999

340± feet from Silverado Trail and conversion of 1310 ft<sup>2</sup>  Date Published: \_\_\_\_\_

existing residence to winery uses located 250± feet from  ZA  CDPC  BS APPEAL

the Silverado Trail Hearing \_\_\_\_\_

Action \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT** FAX 258-9846  
 (please print or type)

Applicant's Name: J. Stephen Reynolds Telephone #: (707) 255-4254

Site Address: 3270 Silverado Trail Napa CA 94558  
No Street City State Zip

Mailing Address: 3270 Silverado Trail Napa CA 94558  
No Street City State Zip

Status of Applicant's Interest in Property: owner

Property Owner's Name: Steve Reynolds Telephone #: ( ) same

Mailing Address: same  
No Street City State Zip

Assessor's Parcel #(s): 039-610-02 Existing Parcel Size: 14 acres

I certify that all the information contained in this application, including but not limited to the information sheet, water supply/waste disposal information sheet, site plan, plot plan, floor plan, building elevations, water supply/waste disposal system plot plan and toxic materials list, is complete and accurate to the best of my knowledge. I hereby authorize such investigations including access to County Assessor's Records as are deemed necessary by the County Planning Division for preparation of reports related to this application, including the right of access to the property involved.

[Signature] 12/20/99 [Signature] 12/20/99  
 Signature of Applicant Date Signature of Property Owner Date

J. Stephen Reynolds J. Stephen Reynolds  
 PRINT NAME PRINT NAME

**TO BE COMPLETED BY CONSERVATION, DEVELOPMENT AND PLANNING DEPARTMENT**

Total Fee: \$2350.00 . Receipt Nos. \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

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## ***Narrative Project Description***

*The winery will consist of using an old home on our property totaling 1310 sq.ft. that was built in 1906 for a tasting room and office space. A new structure of 4000 sq. ft. is proposed to be erected some thirty feet behind the old home that will be joined by a covered walkway and patio. This new structure will be designed to resemble a barn from the same early 1900's era, and will be used for the crushing, fermenting and storage facility.*

*The family winery will have a maximum capacity of 20,000 gallons per year. We would also like to do a limited amount of custom crushing for one or two individuals including our consulting winemaker. The grapes would come primarily from our own 14 acre property.*

*We hope to have tasting by appointment during normal business hours. No public events are anticipated, however, wineries do need to have a few functions during different times of the year to entertain potential clients and even host special family celebrations. These events would be very limited and done during hours that would be acceptable to any of our neighbors.*

*The winery will be run primarily by the Reynolds family with the exception of a few employees that maybe needed during crush and tasting. The actual wine making activities will consist of crushing and destemming on the crush pad inside or near the door to the barn facility. All fermentation, barrel and case storage would occur inside the structure. A mobile bottling company will be hired to come out and bottle on the premises and should be able to perform all phases inside as well.*

*We plan to not generate any noise audible off site, and no winery functions should be noticeable except the normal extra workload required during harvest and crush. We also anticipate a net decrease in trucking since the grapes will no longer need to be taken off to another location.*

*Our project can be built and landscaped to have appeal to satisfy any of our neighbors, as it is our intent to create a harmonious working and living environment.*

# INFORMATION SHEET

## I. USE

- A. Description of Proposed Use (including where appropriate product/service provided):  
Small family winery 20,000 gallon/year
- B. Project Phases:  one  two  more than two (please specify) \_\_\_\_\_
- C. Estimated Completion Date for Each Phase: Phase 1: July 2000 Phase 2: \_\_\_\_\_
- D. Actual Construction Time Required for Each Phase:  Less than 3 months  
 More than 3 months
- E. Related Necessary On- And Off-Site Concurrent or Subsequent Projects:  
Build metal frame + wood barn like structure with concrete pad behind existing old home. (80x50 in size)
- F. Additional Licenses/Approval Required:
- District: \_\_\_\_\_ Regional: \_\_\_\_\_  
 State: ABC Federal: B.A.T.F.

## II. BUILDINGS

- A. Floor Area of Project (in square ft):  
 new construction: 7,000 proposed total floor area on site: 8,310  
 existing structures or portions thereof to be utilized: 1310 existing structures or portions thereof to be moved: 0
- B. Floor Area Devoted to each separate use (in square ft):  
 kitchen + bath living: 221 storage/warehouse: 4000 offices: 667  
 sales: 422 other (Crushpad): 4000 2000
- C. Maximum Building Height: existing structures: 25' new construction: 34' 11"
- D. Type of New Construction (e.g., wood-frame): Metal + wood frame + siding
- E. Height of Crane necessary for construction of new buildings (airport environs): 40'
- F. Type of Exterior Night Lighting Proposed: low Voltage

## III. PARKING

	Existing	Proposed
A. Total On-Site Parking Spaces:	_____	<u>6</u>
B. Customer Parking Spaces:	_____	<u>4</u>
C. Employee Parking Spaces:	_____	<u>2</u>
D. Loading Areas:	<u>Circular drive</u>	<u>1</u>

IV. TYPICAL OPERATION

	<u>Existing</u>	<u>Proposed</u>
A. Days of Operation:	_____	<u>7 days</u>
B. Expected Hours of Operation:	_____	<u>10:00AM - 5:00pm</u>
C. Anticipated Number of Shifts:	_____	<u>2</u>
D. Expected Number of Full-Time Employees/Shift:	_____	<u>1</u>
E. Expected Number of Part-Time Employees/Shift:	_____	<u>2/at crush</u>
F. Anticipated Number of Visitors		
• busiest day:	_____	<u>~ 10</u>
• average/week:	_____	<u>~ 70</u>
G. Anticipated Number of Deliveries/Pickups		
• busiest day:	<u>1</u>	<u>2</u>
• average/week:	<u>5</u>	<u>10</u>

V. SUPPLEMENTAL INFORMATION FOR SELECTED USES

A. Commercial Meeting Facilities  
Food Serving Facilities

• restaurant/deli seating capacity:	<u>∅</u>
• bar seating capacity:	<u>∅</u>
• public meeting room seating capacity:	<u>∅</u>
• assembly capacity:	<u>∅</u>

∅ = none

B. Residential Care Facilities (6 or more residents)  
Day Care Centers

	<u>Existing</u>	<u>Proposed</u>
• type of care:	<u>∅</u>	<u>∅</u>
• total number of guests/children:	<u>∅</u>	<u>∅</u>
• total number of bedrooms:	<u>∅</u>	<u>∅</u>
• distance to nearest existing/approved facility/center:	<u>∅</u>	<u>∅</u>

## WATER SUPPLY/WASTE DISPOSAL INFORMATION SHEET

### I. WATER SUPPLY

	<u>Domestic</u>	<u>Emergency</u>
A. Proposed source of Water (eg., spring, well, mutual water company, city, district, etc.)	<u>existing well</u>	<u>existing pond &amp; tank</u>
B. Name of Proposed Water Supplier (if water company, city, district): annexation needed?	<u>Scif</u> Yes ___ No ___	_____ Yes ___ No ___
C. Current Water Use (in gallons/day): Current water source:	_____ <u>well</u>	_____ <u>pond &amp; tank</u>
D. Anticipated Future Water Demand (in gallons/day)	<u>.50 acreft/yr.</u>	_____
E. Water Availability (in gallons/minute):	<u>21 gpm</u>	<u>existing and well 13gpm</u>
F. Capacity of Water Storage System (gallons):	<u>10,500 gal. concrete tank</u>	_____
G. Nature of Storage Facility (eg., tank, reservoir, swimming pool, etc.):	<u>existing pond</u>	_____

### II. LIQUID WASTE

	<u>Domestic</u> (sewage)	<u>Other</u> (please specify)
A. Disposal Method (e.g., on-site septic system on-site ponds, community system, district, etc.):	<u>on site septic</u>	_____
B. Name of Disposal Agency (if sewage district, city, community system): annexation needed?	_____ Yes ___ No ___	_____ Yes ___ No ___
C. Current Waste Flows (peak flow in gallons/day):	_____	_____
D. Anticipated Future Waste Flows (peak flows in gallons/day):	_____	_____
E. Future Waste Disposal Capacity (in gallons/day):	_____	_____

### III. SOLID WASTE DISPOSAL

A. Operational Wastes (on-site, landfill, garbage co., etc.)	<u>Napa Garbage</u>	_____
B. Grading Spoils (on-site, landfill, construction, etc.)	<u>∅</u>	_____

### IV. HAZARDOUS/TOXIC MATERIALS

A. Disposal Method (on-site, landfill, garbage co., waste hauler, etc.):	<u>∅</u>	_____
B. Name of Disposal Agency (if landfill, garbage co., private hauler, etc.):	<u>∅</u>	_____

HAZARDOUS MATERIALS  
INFORMATION SHEET

List all acutely\extremely hazardous materials that will be used or stored at the site:

<u>C.A.S.#</u>	<u>Chemical Name</u>	<u>Physical State</u>	<u>Largest Amount</u>
----------------	----------------------	-----------------------	-----------------------

None

List the hazardous materials that are stored or handled at any one time, equal to or greater than any one of the following amounts: 500 pounds of solids, 55 gallons of liquids, 200 cubic feet of compressed gasses (s.t.p.). Aggregate amounts of the same hazard class are considered one type of hazardous material and must be listed individually below.

<u>C.A.S.#</u>	<u>Chemical Name</u>	<u>Physical State</u>	<u>Largest Amount</u>
----------------	----------------------	-----------------------	-----------------------

None

If you are unsure about the C.A.S. #, etc., your distributor or supplier should be able to provide you with a M.S.D.S. (Material Safety Data Sheet) which will contain that information. Your Workman's Compensation Insurer and the local libraries may also have access to this information.

If you are a tenant, you are responsible for proper notification to the property owner.

**USE PERMIT APPLICATION**  
**SUPPLEMENTAL INFORMATION SHEET**  
**FOR WINERY USES**

1. **Operations.** (In the blank in front of each operation, place an "E" for Existing, a "P" for Proposed, an "X" for Expanding, or an "N" for None.)

- a. P crushing
- b. P fermentation
- c. P barrel ageing
- d. P bottling
- e. P case goods storage
- f. P underground waste disposal
- g. N above-ground waste disposal
- h. P administration office
- i. P laboratories
- j. N day care
- k. tours/tastings:
  - N public drop-in
  - P public by appointment
  - P wine trade only
- l. P retail wine sales
- m. N other retail sales
- n. N public display of art or wine-related items
- o. N picnic areas
- p. N food preparation
- q. P custom production

2. **Marketing Activities.** (Describe the nature of any marketing or educational events not listed above including the type of events, whether public or private, frequency of events, average attendance, etc. Differentiate between existing and proposed activities. Attach additional sheets if necessary): \_\_\_\_\_

NONE

3. **Food Service.** (Describe the nature of any food service including type of food, whether public or private, whether profit or non-profit, frequency of service, whether prepared on site or not, kitchen equipment, eating facilities, etc. Differentiate between existing and proposed food service. Attach additional sheets if necessary): \_\_\_\_\_

NONE

(OVER)

Revised

**1. Production Capacity**

- a. existing capacity: 0 date authorized: \_\_\_\_\_
- b. current maximum actual production (year): \_\_\_\_\_ (\_\_\_\_\_)
- c. proposed capacity: 20,000

**2. Grape Origin.** (Fill out a "Initial Statement of Grape Source" form if establishing a new winery or expanding an existing winery development area.)

**3. Total Coverage.** (as defined below)

- a. square feet: 15,310
- b. percent of total parcel: 2%

**4. Production Facility Coverage.** (as defined below)

- a. square feet: 3,800

**5. Accessory Structure Coverage** (as defined below)

- a. square feet: 0
- b. percent of production facility coverage: 0

**Marketing Definition** (paraphrased from County Code)

**Marketing of Wine** - Any activity conducted at the winery shall be limited to members of the wine trade, persons who have pre-established business or personal relationships with the winery or its owners, or members of a particular group for which the activity is being conducted on a prearranged basis. Marketing of wine is limited to activities for the education and development of the persons or groups listed above with respect to wine which can be sold at the winery on a retail basis and may include food service without charge except to the extent of cost recovery when provided in association with such education and development, but shall not include cultural and social events unrelated to such education and development.

**Coverage Definitions** (paraphrased from County Code)

**Total Coverage** - The aggregate paved or impervious ground surface areas of the production facility, storage areas (except caves), offices, laboratories, kitchens, tasting rooms, paved areas and access roads to public or private roads or rights-of-way and above-ground sewage disposal systems.

**Production Facility Coverage** - The aggregate paved or impervious ground surface areas of crushing, fermenting, bottling, bulk and bottle storage, shipping, receiving, laboratory, equipment storage and maintenance facilities; not including wastewater treatment or disposal areas which cannot be used for agricultural purposes.

**Accessory Structure Coverage** - The square footage of structures used for accessory uses related to a winery (i.e., the Total Coverage less Production Facility Coverage, paved areas, and access roads).



USE PERMIT APPLICATION  
SUPPLEMENTAL INFORMATION SHEET  
FOR CUSTOM PRODUCTION ACTIVITIES AT A WINERY

A Use Permit Modification may be Necessary for Any Winery to Conduct Operations on behalf of any Other Entities than the Winery Itself, including employees on their own account, individual partners and officers, corporate parents, and contractors. Accessory uses such as offices, retail sales and marketing can only be permitted if they are associated with wine produced at the winery.

1. Production Activities

- 20,000 gal. What is the total permitted annual production capacity of the winery?  
5,000 gal. How much of the annual capacity is proposed to be devoted to activities by other entities (i.e., "custom production")?  
1 or 2 How many other entities ("custom producers") are proposed at this winery?

Please describe below any environmental modifications in winery operations that can be attributed to the custom operations:

Hours when the winery would not otherwise be open? none  
 Traffic associated with the custom production activity? none  
 Increases in noise [e.g., bottling at times when the winery would not be operating the bottling line] none (all work will be done with our crushing + bottling)  
 Other? \_\_\_\_\_

Please check all the custom production activities that are proposed at the winery.

- a.  crushing
- b.  fermentation
- c.  barrel ageing
- d.  bottling

2. Accessory Activities

Please check all the accessory winery activities that are proposed to be accommodated at the winery and complete the applicable information.

- a.  case goods storage 20% area devoted to custom wine storage
- b.  retail wine sales 25% percentage of wine sales by other entities
- c.  administrative office none/none number of offices for others/number of employees of "custom" operations
- d.  wine tasting
- e.  distribution/shipping unknown number of trucks serving winery operations (total)  
unknown number of trucks serving custom production activities
- f. \_\_\_\_\_ other (specify) \_\_\_\_\_

CUSTOM WINERY ACTIVITIES APPLICATION  
PAGE 2

3. Marketing Activities.

Please check the types, and describe the specific locations and frequencies, of marketing activities for the custom production that will be carried out at the winery.

- a.  Promotional and educational activities/advertising: The wines would be sold with Oneiss wines by appointment in the tasting room
- b.  Telemarketing/mail order: Telemarketing? Mail order would be done by the custom crush customer & not from premises
- c.  Receptions, tours, other invitational events: One invitational event maybe needed for each customer for releasing a vintage.
- d.  Luncheons, dinners, other food service with wine: Small wine tastings with catered food my occur on a limited basis.
- e.  Other (specify): below

Custom Crush customers at this point would only consist of a label made by my wine maker and possibly a second label made by our vineyard manager. All phases of production and marketing would be "piggy backed" with our estate wine. No additional equipment or space would be necessary.

It would be reasonable to assume these clients may wish to have their own small release gatherings or meetings with restaurants once or twice a year. We would even encourage them to be part of our own to keep events to a minimum.

Marketing is impossible to forecast at this time.



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Planning, Building and Environmental Services

1195 Third Street, Suite 210  
Napa, CA 94559  
www.co.napa.ca.us

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

Hillary Gitelman  
Director

July 24, 2012

Reynolds Family Winery  
3260 Silverado Trail  
Napa Ca 94559

Re: Reynolds Family Winery; APN 039-610-002; Very Minor Modification Permit Application № P12-00167

Your application for a Very Minor Modification № P12-00167 to the previous use permits, has been considered by the Planning, Building and Environmental Services Director on July 24, 2012. The request includes: 1) recognition of a floor plan that was authorized by the original building permit, but did not match the approved use permit floor plans; 2) construction of a 2028 square foot crush pad cover over the existing crush pad; 3) construct an 426 square foot tasting room within existing footprint 4) Adding AB 2004 on-site wine consumption within existing visitor designated areas; no other changes are proposed or approved as part of this permit. Please be advised that your request has been **APPROVED** by the Director subject to the conditions of approval attached as Exhibit A, and as follows.

The proposed project is Categorically Exempt from the provisions of the California Environmental Quality Act (CEQA), which exempts minor expansions to existing structures. Pursuant to CEQA Section 15301, Class 1, Existing Facilities/minor expansions, and Appendix B, Class 1 Existing Facilities, of the Napa County's Local Procedures for Implementing the California Environmental Quality Act, on a parcel located in the AP (Agricultural Preserve) District.

This permit becomes effective immediately unless an appeal is filed with the Napa County Board of Supervisors pursuant to Chapter 2.88 of the Napa County Code, including payment of applicable fees. You have the right to appeal the conditions of approval and you will be notified should an appeal be filed by another.

Pursuant to Government Code §66020(d)(1), you are hereby further notified that the ninety day period in which to protest the imposition of any fees, dedications, reservations, or other exactions which may have been adopted as conditions of approval has begun.

Pursuant to Napa County Code §18.124.080, the modification must be activated within two (2) years of the approval date, or it will automatically expire and become void. This letter serves as the only notice you will receive regarding the expiration date of your permit.

If you have any questions about this letter please feel free to contact me at 707.299.1334 or via email at [suzie.gambill@countyofnapa.org](mailto:suzie.gambill@countyofnapa.org)

Sincerely,

Hillary Gitelman, Director

By: Suzanne Gardner-Gambill, Planner

A handwritten signature in blue ink, appearing to read "Suzanne Gardner-Gambill", written over the typed name.

**CONDITIONS OF APPROVAL  
REYNOLDS FAMILY WINERY  
MINOR MODIFICATION –FILE #P12-00167-VMOD  
(APN 039-610-002-000)**

1. **SCOPE:**

This permit shall be limited to:

- Recognition of the winery floor plan that was authorized by the original building permit;
- The construction of a 2028 square foot covered crush pad;
- Construct a 426 square foot private tasting room within existing footprint; and
- Adding AB 2004 on-site wine consumption within existing visitor designated areas; and
- NO other changes are approved as part of this permit.
- The site improvements shall be designed in substantial conformance with the submitted site plan, except as modified by these conditions of approval. It is the responsibility of the applicant to communicate the requirements of these conditions to all designers, contractors, and employees to ensure compliance is achieved. Any expansion or change in use, or project changes, which are necessitated by the requirements of other department or agencies, are subject to further County approval.

2. **COMPLIANCE WITH OTHER DEPARTMENTS AND AGENCIES:**

The applicant shall comply with applicable development standards, the zoning regulations and all other applicable building codes, zoning standards and requirements of various County departments and other agencies including the following:

- a) Environmental Health Department' s memo dated July 20, 2012.

The determination as to whether or not the permittee has substantially complied with the requirements of other County Departments and Agencies shall be determined by those Departments or Agencies. The inability to substantially comply with the requirements of other County Departments and Agencies may result in the need to modify the approved use permit.

3. **NOISE:**

Construction noise shall be minimized to the maximum extent practical and allowable under State and local safety laws. Construction equipment muffling and hours of operation shall be in compliance with County Code Chapter 8.16. Equipment shall be shut down when not in use. Construction equipment shall normally be staged, loaded, and unloaded on the project site. If project terrain or access road condition require construction equipment to be staged, loaded, or unloaded off the project site (such as on a neighboring road or at the base of a hill), such activities shall only occur between the hours of 8 AM to 5 PM. Exterior winery equipment shall be enclosed or muffled and maintained so as not to create a noise disturbance in accordance with the Code.

4. **PREVIOUS CONDITIONS/MITIGATION MEASURES:**

The permittee shall comply with all applicable conditions of approval and mitigation measures which were included in the previously approved use permits and use permit modifications. To the extent there is a conflict between this modification and any prior use permit or modification, this modification and these conditions of approval shall control.

5. **MONITORING COSTS:**

All staff costs associated with monitoring compliance with these conditions, previous permit conditions and project revisions shall be borne by the permittee and/or property owner. Costs associated with

conditions and mitigation measures that require monitoring, including investigation of complaints, other than those costs related to investigation of complaints of non-compliance that are determined to be unfounded, shall be charged. Costs shall be as established by Board Resolution in accordance with the hourly consulting rate established at the time of the monitoring. Violations of conditions of approval or mitigations measures caused by the permittee's contractors, employees, and guests are the responsibility of the permittee.

The Planning Commission may implement an audit program if compliance deficiencies are noted. If evidence of compliance deficiencies is found to exist by the Planning Commission at some time in the future, the Planning Commission may institute the program at the applicant's expense (including requiring a deposit of funds in an amount determined by the Commission) as needed until compliance assurance is achieved. The Planning Commission may also use the data, if it is so warranted, to commence revocation hearings in accordance with section 18.124.120 of the County Code.



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Napa, CA 94559  
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Hillary Gitelman  
Director

## MEMORANDUM

To: Suzie Gambill, Project Planner	From: Kim Withrow, Senior Environmental Health Specialist
Date: July 20, 2012	Re: Reynolds Family Winery Use Permit Modification, 3260 Silverado Trail, AP # 039-610-002, P12-00167

The application requesting approval to construct a cover over an existing concrete pad and infill a 426 sq ft area for use as a tasting room for wine club members has been reviewed. This Division has no objection to approval of the application with the following conditions of approval:

1. A permit for construction of a sewer line must be secured from this Division prior to approval of a building clearance (or issuance of a building permit) for the covered crush pad.
2. The existing kitchen as shown on the plan submitted with application materials is approved for *employee use* only. A commercial kitchen to store, prepare and serve food to the public whether it is sold or given away is not currently permitted at this site.
3. Any food service for marketing events must be conducted (prepared and served) by a caterer with a permit to operate in Napa County.



**COUNTY of NAPA**  
OFFICE OF CONSERVATION, DEVELOPMENT & PLANNING  
**PLANNING DIVISION**

May 17, 2005

HILLARY GITELMAN  
Director  
PATRICK LYNCH, AICP  
Assistant Director  
STEVE LEDERER  
Deputy Director  
\*  
JOHN MCDOWELL  
Project Manager  
ROBERT NELSON  
Supervisor  
HEATHER MCCOLLISTER  
Principal Planner  
SEAN TRIPPI  
Principal Planner  
BARBARA ABATE  
Planner  
TRISH HORNISHER  
Planner  
NAOMI BEATTIE  
Planner  
NANCY JOHNSON  
Planner  
SUZIE GAMBILL  
Planning Technician  
\*  
C. RENE' LEDERER  
Planning Administrative Specialist

John & Suzanna Reynolds  
3260 Silverado Trail  
Napa Ca 94558

Re: Request for one additional identification sign, Use Permit #P05-0142  
APN 039-610-002-000

Please be advised that **Use Permit request P05-0142-Sign** has been Administratively approved by the Napa County Conservation, Development and Planning Department based upon the application submittal on April 18, 2005 and the following conditions.

1. Apply for and secure an encroachment from the County Department of Public Works.
2. Total Signage for parcel must not exceed 30' square feet.
3. Sign height must not exceed 6' feet high.

**APPROVAL DATE: May 17, 2005 EXPIRATION DATE: May 17, 2007**

The use permit becomes effective unless an appeal is filed. You may appeal the conditions of approval in accordance with the procedures in Chapter 2.88 of the Napa County Code. If an appeal is filed by others, you will be notified.

Pursuant to Section 18.124.080 of the Napa County Code, the use permit must be activated within two (2) years from the approval date or the use permit shall automatically expire and become void.

This letter serves as the only notice you will receive regarding the expiration date of your permit.

Please contact Suzie Gardner at 253-4417 if you have any further questions.

Sincerely,

Steve Lederer  
Deputy Planning Director  
Napa County Conservation, Development and Planning Department

1195 THIRD STREET  
SUITE 210  
\*  
NAPA, CALIFORNIA  
94559  
\*  
TELEPHONE:  
707-253-4417  
\*  
FAX:  
707-253-4336  
\*  
WWW.CO.NAPA.CA.US

Cc: Public Works



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**Conservation Development and Planning**

1195 Third Street, Suite 210  
Napa, CA 94559  
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**Pete Parkinson**  
Director

January 17, 2014

Reynolds Family Winery  
c/o Steve Reynolds  
3260 Silverado Trail  
Napa, CA 94558

**RE: Result of the 2012 Winery Audit Review**  
**APN: 039-610-002**

Dear Steve:

Thank you for your participation in the 2012 Winery Audit. The information was reviewed and findings concluded that Reynolds Family Winery was not in compliance with the allowable production and visitation levels.

Typically, when a winery is not compliant with production we review additional previous two years' production records and average the three years in an effort to reach compliance. Please submit the 2010 and 2011 TTB forms so that I can complete the averaging process. Visitation, because it is voluntarily reported, cannot be averaged. You are free to voluntarily reduce your visitation numbers, or better yet, modify your use permit to allow for the increase in production and the increases in visitation.

If you decide to voluntarily reduce your numbers please submit a letter to me, indicating what direction you plan to take to bring your production and visitation activities into compliance. Please return that letter within ten (10) days of receipt of this letter. If you choose not to reduce the numbers, please submit a use permit modification application no later than June 1, 2014. I understand that Donna Oldford is available to assist with this process. She has called me and told me that you are interested in modifying the use permit. Also, if you decide to modify the use permit you do not need to submit the previous years' TTB forms.

Thank you again for your participation and timely return of the requested information. You may send the documents to the below mailing address or by fax or email or drop off the use permit modification application in person at our office.

Best regards,

Linda St. Claire, Planner III  
Conservation, Development & Planning Department  
1195 Third Street, Second Floor  
Napa, CA 94559  
Email: Linda.StClaire@countyofnapa.org  
Fax: 707-299-4270





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Napa, CA 94559  
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Main: (707) 253-4417  
Fax: (707) 253-4336

**David Morrison**  
Director

April 15, 2014

Reynolds Family Winery  
c/o Steve Reynolds  
3260 Silverado Trail  
Napa, CA 94558

**RE: Result of the 2012 Winery Audit Review - SECOND NOTICE**  
**APN: 039-610-002**

Dear Steve:

This letter represents a second request for information in regards to the 2012 Wine Audit. The 2012 information was reviewed and findings concluded that Reynolds Family Winery was not in compliance with the allowable production and visitation levels. By your own admittance, production and visitation has steadily increased over the years. As we discussed during the site visit in April of 2013, it is understandable that a winery increases and the business succeeds due to these factors. As a winery grows it is the responsibility of the owner to update or make modification to the use permit to legally allow for the increases in production and/or visitation.

I did not receive a response to the January, 2013 request for additional information and received a telephone call from Donna Oldford indicating she would be representing you in the use permit modification process. She also indicated that this modification application would be submitted but we have not received the application.

At this time the winery continues to operate outside of the approved levels and therefore constitutes a code violation to the Napa County Title 18 Code. You are hereby advised to promptly notify us in writing to indicate whether or not you would be seeking a use permit modification to increase your wine production and visitation levels or voluntarily reduce annual production to otherwise comply with use permit #99386 and its' conditions of approval. A continuation of wine production that exceeds the approved levels as documented will put your winery use permit in jeopardy and subject to revocation.

Best regards,

A handwritten signature in blue ink that reads "Linda St. Claire".

Linda St. Claire, Planner III  
Conservation, Development & Planning Department  
1195 Third Street, Second Floor  
Napa, CA 94559  
Email: Linda.StClaire@countyofnapa.org  
Fax: 707-299-4270

## Gallina, Charlene

---

**Subject:** FW: Reynolds

---

**From:** St. Claire, Linda  
**Sent:** Thursday, October 15, 2015 8:31 AM  
**To:** Morrison, David; Balcher, Wyntress  
**Subject:** RE: Reynolds

Production (3 yr average)  
2010 19,308  
2011 20,466  
2012 30,916  
They are allowed 20,000gpy

Visitation (no averaging allowed)  
Over 45/60 weeks  
Numbers of visitors per week range from 41-384  
Use permit #99386-UP allows for 10 per day by appt only

Marketing was ok.

---

**From:** Morrison, David  
**Sent:** Wednesday, October 14, 2015 4:47 PM  
**To:** Balcher, Wyntress; St. Claire, Linda  
**Subject:** RE: Reynolds

Do we know how far out they are in violation on production and visitation?

---

**From:** Balcher, Wyntress  
**Sent:** Wednesday, October 14, 2015 4:45 PM  
**To:** Morrison, David  
**Subject:** FW: Reynolds

This is follow-up information from Linda, regarding Reynolds Family Winery

Wyntress

---

**From:** St. Claire, Linda  
**Sent:** Wednesday, October 14, 2015 4:29 PM  
**To:** Balcher, Wyntress  
**Subject:** Reynolds

Here are the two Notices I sent to them. I think Donna had called at that time to tell me they were coming in for a mod.  
CONFIDENTIALITY NOTICE: This email message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential, and/or exempt from disclosure under applicable law. If you are not the intended recipient of the message, please contact the sender immediately and delete this message and any attachments. Thank you.