

“G”

Use Permit & Minor Modification  
Application Packets

Suscol Headwaters Park P19-00482-UP  
Napa-Solano Ridge Trail Minor Modification P19-00483-MM  
Planning Commission Hearing – February 19, 2020



**Planning, Building, & Environmental Services**  
 1195 Third Street, Suite 210  
 Napa, CA 94559  
 Main: (707) 253-4417  
 Fax: (707) 253-4336

## PLANNING APPLICATION FORM

A Tradition of Stewardship  
 A Commitment to Service

### Applicant Information

Applicant's Name: Napa County Regional Park and Open Space District	Phone: 707.299.1335	E-Mail Address: ccahill@ncrposd.org
Applicant's Mailing Address: 1195 Third Street, Second Floor	City: Napa	State/Zip Code: Calif. 94559
Property Owner's Name: (if different from Applicant)	Phone:	E-Mail Address:
Property Owner's Mailing Address:	City:	State/Zip Code:
Agent's Name: (if different from Applicant) Chris Cahill, Principal Planner	Phone: 707.299.1335	E-Mail Address: ccahill@ncrposd.org
Agent's Mailing Address: 1195 Third Street, Second Floor	City: Napa	State/Zip Code: Calif. 94559
Other Representative: (Engineer/Architect) Kyra Purvis, Park and Open Space Planner	Phone: 707.299.1788	E-Mail Address: kpurvis@ncrposd.org
Representative's Mailing Address: 1195 Third Street, Second Floor	City: Napa	State/Zip Code: Calif. 94559

### Property Information

Project Name and Address: Suscol Headwaters Park Use Permit and Napa-Solano-Ridge-Trail-Use-Permit-Minor-Modification

Assessor's Parcel Number(s): 045-360-022, 045-360-013, 045-360-014, & ~~057-030-014~~ 057-030-014

Site of site (acreage and/or square footage): +/- 709 acres

General Plan Designation: AWOS - Agricultural, Watershed and Open Space      Zoning: AW - Agricultural Watershed, some with the AC overlay

### Application Type<sup>1</sup> (For Staff Use)

Administrative	Zoning Administrator	Planning Commission/ALUC/BOS	Misc. Services
<input type="checkbox"/> Admin Viewshed	<input type="checkbox"/> Certificate of Legal Non Conformity	<input type="checkbox"/> AG Preserve Contract	<input type="checkbox"/> Use Determination
<input type="checkbox"/> Erosion Control Plan: Track II	<input type="checkbox"/> Viewshed	<input type="checkbox"/> Development Agreement	<input type="checkbox"/> Status Determination
<input type="checkbox"/> Erosion Control Plan: Track I	<input type="checkbox"/> Minor Modification	<input type="checkbox"/> Airport Land Use Consistency Determination	
<input type="checkbox"/> Fence Entry Structure Permit	<input type="checkbox"/> Road Exception	<input type="checkbox"/> General, Specific or Airport Land Use Plan Amendment	
<input type="checkbox"/> Land Division/Mergers	<input type="checkbox"/> Variance	<input checked="" type="checkbox"/> Use Permit	
<input type="checkbox"/> Site Plan Approval/Modif.		<input type="checkbox"/> Major Modification	
<input type="checkbox"/> Temporary Event: _____		<input type="checkbox"/> Variance	
<input type="checkbox"/> Very Minor Modification		<input type="checkbox"/> Zoning Map/Text Amendment	
<input type="checkbox"/> Addressing		<input type="checkbox"/> Road Exception	
<input type="checkbox"/> Signs		<input type="checkbox"/> Con. Reg. Exception	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

<sup>1</sup>: Include corresponding submittal requirements for each application type.

**Detailed Project Description (required):** A typed, detailed project description is required that describes the proposed development or use(s); the existing site conditions/uses; the number, size, type and nature of any proposed residential dwelling units or total amount of new non-residential square-footage by type of use. Please refer to specific Supplemental Application submittal handouts for details to describe the project and required special studies.

**Conditions of Application**

1. All materials (plans, studies, documents, etc.) and representations submitted in conjunction with this form shall be considered a part of this application and publicly available for review and use, including reproduction.
2. The owner shall inform the Planning Division in writing of any changes.
3. Agent authorization: The property owner authorizes the listed agent(s) and/or other representative(s) to appear before staff, the Director, the Zoning Administrator, and Planning Commission to represent the owner's interests and to file applications, plans and other information on the owner's behalf.
4. Certification and Indemnification Form: Refer to attached form for notifications and required signature.
5. Fees: The applicant agrees to pay the County any and all processing fees imposed by Board of Supervisor Resolution No. 2018-102 including the establishment of an hourly fee application agreement and initial deposit (Section 80.250 Hourly Project Policies and Procedures). Applicant understands that fees include, but not limited to: Planning, Engineering, Public Works, and County Counsel staff time billed at an hourly rate; required Consultant service billed rates; production or reproduction of materials and exhibits; public notice advertisements; and postage. In the event the property owner is different than the applicant, the property owner must sign to indicate consent to the filing and agreement to pay fees in the event of the applicant's failure to pay said fees. Failure to pay all accumulated fees by the time of public hearing will result in a continuance.
6. This form, together with the corresponding application forms for specific permits, will become the Permit Document.

I have read and agree with all of the above. The above information and attached documents are true and correct to the best of my knowledge. All property owners holding a title interest must sign the application form. If there are more than two property owners, list their names, mailing addresses, phone numbers and signatures on a separate sheet of paper.

If you wish notice of meetings/correspondence to be sent to parties other than those listed on Page 1, please list them on a separate piece of paper.

John Warden 12/4/2019  
 Property Owner's Signature and Date

\_\_\_\_\_  
 Property Owner's Signature and Date

**Applicant/Agent Statement**

I am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

[Signature] 4 DEC 19  
 Applicant's Signature and Date

Date Received: <u>12/12/2019</u> Received by: <u>TTA</u> Receipt No. _____ File No. <u>P19-00482-4P</u>	<b>Application Fees</b>	
	<b>Deposit Amount</b>	\$
	<b>Flat Fee Due</b>	\$
	<b>Total</b>	\$
	<b>Check No</b>	

---

## Certification and Indemnification

---

Applicant certifies that all the information contained in this application, including all information required in the Checklist of Required Application Materials and any supplemental submitted information including, but not limited to, the information sheet, water supply/waste disposal information sheet, site plan, floor plan, building elevations, water supply/waste disposal system site plan and toxic materials list, is complete and accurate to the best of his/her knowledge. Applicant and property owner 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.*

Pursuant to Chapter 1.30 of the Napa County Code, as part of the application for a discretionary land use project approval for the project identified below, Applicant agrees to defend, indemnify, release and hold harmless Napa County, its agents, officers, attorneys, employees, departments, boards and commissions (hereafter collectively "County") from any claim, action or proceeding (hereafter collectively "proceeding") brought against County, the purpose of which is to attack, set aside, void or annul the discretionary project approval of the County, or an action relating to this project required by any such proceeding to be taken to comply with the California Environmental Quality Act by County, or both. This indemnification shall include, but not be limited to damages awarded against the County, if any, and cost of suit, attorneys' fees, and other liabilities and expenses incurred in connection with such proceeding that relate to this discretionary approval or an action related to this project taken to comply with CEQA whether incurred by the Applicant, the County, and/or the parties initiating or bringing such proceeding. Applicant further agrees to indemnify the County for all of County's costs, attorneys' fees, and damages, which the County incurs in enforcing this indemnification agreement.

Applicant further agrees, as a condition of project approval, to defend, indemnify and hold harmless the County for all costs incurred in additional investigation of or study of, or for supplementing, redrafting, revising, or amending any document (such as an EIR, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if the Applicant desires to pursue securing approvals which are conditioned on the approval of such documents.

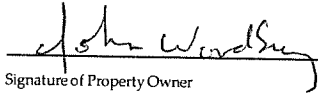
In the event any such proceeding is brought, County shall promptly notify the Applicant of the proceeding, and County shall cooperate fully in the defense. If County fails to promptly notify the Applicant of the proceeding, or if County fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the County. The County shall retain the right to participate in the defense of the proceeding if it bears its own attorneys' fees and costs, and defends the action in good faith. The Applicant shall not be required to pay or perform any settlement unless the settlement is approved by the Applicant.

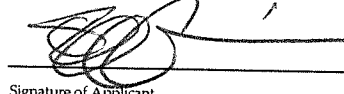
John Woodbury, General Manager, NCRPOSD

Chris Cahill, Principal Planner, NCRPOSD

Print Name of Property Owner

Print Name Signature of Applicant (if different)





4-Dec-19

4-Dec-19

Signature of Property Owner

Date

Signature of Applicant

Date

---

## Checklist of Required Application Materials

---

Please make sure that the following documents are complete and legible. Consistent with the State Permit Streamlining Act and Departmental policy, the Planning, Building and Environmental Services (PBES) Department will make an application completeness determination within thirty days of application submittal and the payment of all required initial fees.

- General Application Form:** The attached General Application Form must be completed in full and signed by the property owner or their authorized agent. Corporations, partnership, and the like have special signature requirements as noted on the Form.
- Application Fee:** Total Fees are based on actual time and materials. A deposit in the amount of **\$10,000, check made payable to County of Napa.**
- Read and Sign the Hourly Fee Agreement**
- Detailed Project Description:** The Project Description should address all of the applicable items listed below:
  1. Existing site conditions and uses.
  2. Proposed type of development and size, proposed uses/business, development phases, changes or alterations to the property or building including new/modified improvements and off-site improvements.
  3. Days of the week and hours of operation.
  4. Maximum number of employees per shift and hours of shifts.
  5. Are there additional licenses and/or approvals from outside agencies needed from a Special District, Regional, State, Federal?
  6. What is your water supply? How/where is liquid/solid waste disposed?
- To-Scale Site Development Plans (ALL plans must be to an identified architect's or engineer's scale and shall be legible):**  
Submit **three (3) 24" X 36"** and **one 11" x 17"** copies of plans consistent with information contained in the *Building Department Site Plan Handout*.
- To-Scale Floor Plans (ALL plans must be to an identified architect's or engineer's scale, shall show the existing and proposed conditions of the building and shall be legible):**  
Submit **three (3) 24" X 36"** and **one 11" x 17"** copies of plans with the following information and details:
  1. Dimensions and area of all rooms, hallways and covered or partially enclosed outdoor areas.
  2. Use of each area within each structure/building.
  3. Location of emergency exists.
- To-Scale Building Elevations (ALL plans must be to an identified architect's or engineer's scale, shall show the existing and proposed conditions of the building and shall be legible):**  
Submit **three (3) 24" X 36"** and **one 11" x 17"** copies of plans with the following information and details:
  1. All relevant dimensions.
  2. Exterior materials.
  3. Exterior colors.
  4. Existing grade.
  5. Finished grade.
  6. Finished floor level.
  7. Building height consistent with Figure 209-1 of the 1997 UBC Handbook.
- Technical Information and Reports**  
The following technical information and studies are generally required unless waived by County Planning Staff at or following a Pre-Application Review Meeting. Please see County Planning Staff for a list of pre-qualified consultants.
  1. FOR WINERY PROJECTS: Additional submittal information is necessary and should be included with the submittal packet consistent with the Winery Use Permit Supplemental Submittal Requirements.
  2. Traffic Study consistent with Traffic Impact Study Preparation Requirements link:  
<https://www.countyofnapa.org/DocumentCenter/View/2514/Requirements-for-Preparation-of-Traffic-Impact-Studies-PDF>.
  3. Archeological/Cultural Resources Study (consistent with State of California requirements)
  4. Historic Resources Study (consistent with State Office of Historic Preservation requirements)
  5. Biological Study – Includes Special Status Survey (consistent with *Guidelines for Preparing Biological Resources Reconnaissance Surveys* and *Guidelines for Preparing Special-Status Plant Studies*)

- 6. Water Availability/Groundwater Study (consistent with the WAA Guidance Document adopted by the Board 5/12/2015)
- 7. Special Studies (The following may be required on a project-specific basis at the discretion of the PBES Director.)
  - Noise Study (demonstrating consistency with Napa County Code Chapter 8.16).
  - Aviation Compatibility Study (consistent with Airport Land Use Compatibility Plan requirements)
  - Visual Impacts Study (Photographic simulations)
  - Geological/Geotechnical Hazard Report – Alquist Priolo Act
  - Hydraulic Analysis (flood impact) if within Floodplain and/or Floodway
  - Stormwater Control Plan (consistent with Napa County BASMAA Post Construction Manual)
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_

**Additional Information Required by the Environmental Health Department:**

- 1. Soil Evaluation Report if an on-site septic system is proposed.
- 2. Septic Feasibility Report for any new or upgraded septic systems or any expansion of use relying on an existing septic system.
- 3. Water System Feasibility Report if the water supply system will serve 25 or more people inclusive of employees, visitors, and residents or if kitchen is proposed. See enclosed handout provided by Environmental Services.
- 4. Water and/or Sewage Disposal Easement if an off-site spring, well, reservoir, storage tank, or individual sewage disposal system is proposed.
- 5. Completed Business Activities form, enclosed.
- 6. Solid Waste & Recycling Storage area location and size included on overall site plan. See guidelines at [www.countyofnapa.org/DEM/](http://www.countyofnapa.org/DEM/).
- 7. Cave setback plan if a cave is proposed. See handout provided by Environmental Services.

Please click on **Other Information** tab at <https://www.countyofnapa.org/1904/Environmental-Health-Division> for forms and handouts related to use permit application submittal.

**Additional Information Required by the Engineering Services:**

Please contact Engineering Services for any additional handouts or forms related to use permit application submittal.

**Please Note**

While this checklist includes all information generally required to process a Use Permit application, it is primarily focused on winery uses. Additional information may be required at the discretion of the Planning Manager, and in particular in those cases where non-winery commercial uses (such as restaurants) are proposed. **The Planning Division will make every effort to identify any additional required information at or directly following the Pre-application Review Meeting.**

**Plans and Studies provided electronically via CD, USB Drive and/or DropBox link.**

## Hourly Fee Agreement

PROJECT File: P19- ; request for Use Permit for a Park and Rural Recreation Use and Minor Modification to Napa Solano Ridge Trail Use Permit (P04-<sup>0464 TH</sup>~~0416~~) to correct alignment and update conditions of approval. I, Chris Cahill, the undersigned, hereby authorize the County of Napa to process the above referenced permit request in accordance with the Napa County Code. I am providing \$ fee waiver requested as a deposit to pay for County staff review, coordination and processing costs related to my permit request based on actual staff time expended and other direct costs. **In making this deposit, I acknowledge and understand that the deposit may only cover a portion of the total processing costs. Actual costs for staff time are based on hourly rates adopted by the Board of Supervisors in the most current Napa County fee schedule. I also understand and agree that I am responsible for paying these costs even if the application is withdrawn or not approved.**

I understand and agree to the following terms and conditions of this Hourly Fee Agreement:

1. Time spent by Napa County staff in processing my application and any direct costs will be billed against the available deposit. "Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant's representatives, neighbors and/or interested parties, attendance and participation at meetings and public hearings, preparation of staff reports and other correspondence, or responding to any legal challenges related to the application during the processing of your application. "Staff" includes any employee of the Planning, Building and Environmental Services Department (PBES), the Office of the County Counsel, or other County staff necessary for complete processing of the application. "Direct costs" include any consultant costs for the peer review of materials submitted with the application, preparation of California Environmental Quality Act (CEQA) documents, expanded technical studies, project management, and/or other outside professional assistance required by the County and agreed to by the applicant. The cost to manage consultant contracts by staff will also be billed against the available deposit.
2. Staff will review the application for completeness and provide me with a good faith estimate of the full cost of processing the permit. Any requested additional deposit shall be submitted to PBES to allow continued processing of the project.
3. I understand that the County desires to avoid incurring permit processing costs without having sufficient funds on deposit. If staff determines that inadequate funds are on deposit for continued processing, staff shall notify me in writing and request an additional deposit amount estimated necessary to complete processing of my application. I agree to submit sufficient funds as requested by staff to process the project through the hearing process within 30 days of the request.
4. I understand that if the amount on deposit falls below zero, staff will notify me and stop work on the application until sufficient additional funds are provided
5. If the final cost is less than the amount remaining on deposit, the unused portion of the deposit will be refunded to me. If the final cost is more than the available deposit, I agree to pay the amount due within 30 days of billing.
6. If I fail to pay any invoices or requests for additional deposits within 30 days, the County may either stop processing my permit application, or after conducting a hearing, may deny my permit application. If I fail to pay any amount due after my application is approved, I understand that my permit may not be exercised, or may be subject to revocation. I further agree that no building, grading, sewage, or other project related permits will be issued if my account is in arrears.

7. I may file a written request for a further explanation or itemization of invoices, but such a request does not alter my obligation to pay any invoices in accordance with the terms of this agreement.

Name of Applicant responsible for payment of all County processing fees (Please Print):


Napa County Regional Park and Open Space District

Mailing Address of the Applicant responsible for paying processing fees:

1195 Third Street, Second Floor, Napa, Calif. 94559

\_\_\_\_\_

\_\_\_\_\_

Signature: \*  \_\_\_\_\_

Email Address: ccahill@ncrposd.org

Date: 4-Dec-19

Phone Number: 707.299.1335

\*ATTENTION - The applicant will be held responsible for all charges.





Planning, Building, & Environmental Services  
 1195 Third Street, Suite 210  
 Napa, CA 94559  
 Main: (707) 253-4417  
 Fax: (707) 253-4336

## PLANNING APPLICATION FORM

A Tradition of Stewardship  
 A Commitment to Service

### Applicant Information

Applicant's Name: Napa County Regional Park and Open Space District	Phone: 707.299.1335	E-Mail Address: ccahill@ncrposd.org
Applicant's Mailing Address: 1195 Third Street, Second Floor	City: Napa	State/Zip Code: Calif. 94559
Property Owner's Name: (if different from Applicant)	Phone:	E-Mail Address:
Property Owner's Mailing Address:	City:	State/Zip Code:
Agent's Name: (if different from Applicant) Chris Cahill, Principal Planner	Phone: 707.299.1335	E-Mail Address: ccahill@ncrposd.org
Agent's Mailing Address: 1195 Third Street, Second Floor	City: Napa	State/Zip Code: Calif. 94559
Other Representative: (Engineer/Architect) Kyra Purvis, Park and Open Space Planner	Phone: 707.299.1788	E-Mail Address: kpurvis@ncrposd.org
Representative's Mailing Address: 1195 Third Street, Second Floor	City: Napa	State/Zip Code: Calif. 94559

### Property Information

Project Name and Address: Suscol-Headwaters Park Use Permit and Napa Solano Ridge Trail Use Permit Minor Modification

Assessor's Parcel Number(s): ~~045-360-022, 045-360-013, 045-360-014, & 057-030-014~~ 045-360-001 & 045-370-001 TH

Site of site (acreage and/or square footage): +/- 709 acres 144.75 TH

General Plan Designation: AWOS - Agricultural, Watershed and Open Space Zoning: AW - Agricultural Watershed, some with the <sup>SWP</sup> AC overlay TH

### Application Type<sup>1</sup> (For Staff Use)

Administrative	Zoning Administrator	Planning Commission/ALUC/BOS	Misc. Services
<input type="checkbox"/> Admin Viewshed	<input type="checkbox"/> Certificate of Legal Non Conformity	<input type="checkbox"/> AG Preserve Contract	<input type="checkbox"/> Use Determination
<input type="checkbox"/> Erosion Control Plan: Track II	<input type="checkbox"/> Viewshed	<input type="checkbox"/> Development Agreement	<input type="checkbox"/> Status Determination
<input type="checkbox"/> Erosion Control Plan: Track I	<input checked="" type="checkbox"/> Minor Modification	<input type="checkbox"/> Airport Land Use Consistency Determination	
<input type="checkbox"/> Fence Entry Structure Permit	<input type="checkbox"/> Road Exception	<input type="checkbox"/> General, Specific or Airport Land Use Plan Amendment	
<input type="checkbox"/> Land Division/Mergers	<input type="checkbox"/> Variance	<input checked="" type="checkbox"/> Use Permit	
<input type="checkbox"/> Site Plan Approval/Modif.		<input type="checkbox"/> Major Modification	
<input type="checkbox"/> Temporary Event: _____		<input type="checkbox"/> Variance	
<input type="checkbox"/> Very Minor Modification		<input type="checkbox"/> Zoning Map/Text Amendment	
<input type="checkbox"/> Addressing		<input type="checkbox"/> Road Exception	
<input type="checkbox"/> Signs		<input type="checkbox"/> Con. Reg. Exception	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

<sup>1</sup>: Include corresponding submittal requirements for each application type.

**Detailed Project Description (required):** A typed, detailed project description is required that describes the proposed development or use(s); the existing site conditions/uses; the number, size, type and nature of any proposed residential dwelling units or total amount of new non-residential square-footage by type of use. Please refer to specific Supplemental Application submittal handouts for details to describe the project and required special studies.

**Conditions of Application**

1. All materials (plans, studies, documents, etc.) and representations submitted in conjunction with this form shall be considered a part of this application and publicly available for review and use, including reproduction.
2. The owner shall inform the Planning Division in writing of any changes.
3. Agent authorization: The property owner authorizes the listed agent(s) and/or other representative(s) to appear before staff, the Director, the Zoning Administrator, and Planning Commission to represent the owner's interests and to file applications, plans and other information on the owner's behalf.
4. Certification and Indemnification Form: Refer to attached form for notifications and required signature.
5. Fees: The applicant agrees to pay the County any and all processing fees imposed by Board of Supervisor Resolution No. 2018-102 including the establishment of an hourly fee application agreement and initial deposit (Section 80.250 Hourly Project Policies and Procedures). Applicant understands that fees include, but not limited to: Planning, Engineering, Public Works, and County Counsel staff time billed at an hourly rate; required Consultant service billed rates; production or reproduction of materials and exhibits; public notice advertisements; and postage. In the event the property owner is different than the applicant, the property owner must sign to indicate consent to the filing and agreement to pay fees in the event of the applicant's failure to pay said fees. Failure to pay all accumulated fees by the time of public hearing will result in a continuance.
6. This form, together with the corresponding application forms for specific permits, will become the Permit Document.

I have read and agree with all of the above. The above information and attached documents are true and correct to the best of my knowledge. All property owners holding a title interest must sign the application form. If there are more than two property owners, list their names, mailing addresses, phone numbers and signatures on a separate sheet of paper.

If you wish notice of meetings/correspondence to be sent to parties other than those listed on Page 1, please list them on a separate piece of paper.

John Warden 12/4/2019  
 Property Owner's Signature and Date

\_\_\_\_\_  
 Property Owner's Signature and Date

**Applicant/Agent Statement**

I am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

[Signature] 4-DEC-19  
 Applicant's Signature and Date

Date Received: <u>12/12/2019</u> Received by: <u>TA</u> Receipt No. _____ File No. <u>P19-00483-MOD</u>	<b>Application Fees</b>	
	Deposit Amount	\$
	Flat Fee Due	\$
	Total	\$
	Check No	

## Certification and Indemnification

Applicant certifies that all the information contained in this application, including all information required in the Checklist of Required Application Materials and any supplemental submitted information including, but not limited to, the information sheet, water supply/waste disposal information sheet, site plan, floor plan, building elevations, water supply/waste disposal system site plan and toxic materials list, is complete and accurate to the best of his/her knowledge. Applicant and property owner 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.*

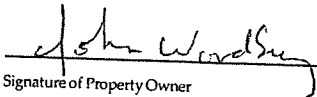
Pursuant to Chapter 1.30 of the Napa County Code, as part of the application for a discretionary land use project approval for the project identified below, Applicant agrees to defend, indemnify, release and hold harmless Napa County, its agents, officers, attorneys, employees, departments, boards and commissions (hereafter collectively "County") from any claim, action or proceeding (hereafter collectively "proceeding") brought against County, the purpose of which is to attack, set aside, void or annul the discretionary project approval of the County, or an action relating to this project required by any such proceeding to be taken to comply with the California Environmental Quality Act by County, or both. This indemnification shall include, but not be limited to damages awarded against the County, if any, and cost of suit, attorneys' fees, and other liabilities and expenses incurred in connection with such proceeding that relate to this discretionary approval or an action related to this project taken to comply with CEQA whether incurred by the Applicant, the County, and/or the parties initiating or bringing such proceeding. Applicant further agrees to indemnify the County for all of County's costs, attorneys' fees, and damages, which the County incurs in enforcing this indemnification agreement.

Applicant further agrees, as a condition of project approval, to defend, indemnify and hold harmless the County for all costs incurred in additional investigation of or study of, or for supplementing, redrafting, revising, or amending any document (such as an EIR, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if the Applicant desires to pursue securing approvals which are conditioned on the approval of such documents.

In the event any such proceeding is brought, County shall promptly notify the Applicant of the proceeding, and County shall cooperate fully in the defense. If County fails to promptly notify the Applicant of the proceeding, or if County fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the County. The County shall retain the right to participate in the defense of the proceeding if it bears its own attorneys' fees and costs, and defends the action in good faith. The Applicant shall not be required to pay or perform any settlement unless the settlement is approved by the Applicant.

John Woodbury, General Manager, NCRPOSD

Print Name of Property Owner



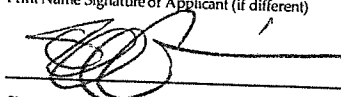
Signature of Property Owner

4-Dec-19

Date

Chris Cahill, Principal Planner, NCRPOSD

Print Name Signature of Applicant (if different)



Signature of Applicant

4-Dec-19

Date

## Checklist of Required Application Materials

Please make sure that the following documents are complete and legible. Consistent with the State Permit Streamlining Act and Departmental policy, the Planning, Building and Environmental Services (PBES) Department will make an application completeness determination within thirty days of application submittal and the payment of all required initial fees.

- General Application Form:** The attached General Application Form must be completed in full and signed by the property owner or their authorized agent. Corporations, partnership, and the like have special signature requirements as noted on the Form.
- Application Fee:** Total Fees are based on actual time and materials. A deposit in the amount of \$10,000, check made payable to County of Napa.
- Read and Sign the Hourly Fee Agreement**
- Detailed Project Description:** The Project Description should address all of the applicable items listed below:
  1. Existing site conditions and uses.
  2. Proposed type of development and size, proposed uses/business, development phases, changes or alterations to the property or building including new/modified improvements and off-site improvements.
  3. Days of the week and hours of operation.
  4. Maximum number of employees per shift and hours of shifts.
  5. Are there additional licenses and/or approvals from outside agencies needed from a Special District, Regional, State, Federal?
  6. What is your water supply? How/where is liquid/solid waste disposed?
- To-Scale Site Development Plans (ALL plans must be to an identified architect's or engineer's scale and shall be legible):**  
Submit three (3) 24" X 36" and one 11" x 17" copies of plans consistent with information contained in the *Building Department Site Plan Handout*.
- To-Scale Floor Plans (ALL plans must be to an identified architect's or engineer's scale, shall show the existing and proposed conditions of the building and shall be legible):**  
Submit three (3) 24" X 36" and one 11" x 17" copies of plans with the following information and details:
  1. Dimensions and area of all rooms, hallways and covered or partially enclosed outdoor areas.
  2. Use of each area within each structure/building.
  3. Location of emergency exists.
- To-Scale Building Elevations (ALL plans must be to an identified architect's or engineer's scale, shall show the existing and proposed conditions of the building and shall be legible):**  
Submit three (3) 24" X 36" and one 11" x 17" copies of plans with the following information and details:
  1. All relevant dimensions.
  2. Exterior materials.
  3. Exterior colors.
  4. Existing grade.
  5. Finished grade.
  6. Finished floor level.
  7. Building height consistent with Figure 209-1 of the 1997 UBC Handbook.
- Technical Information and Reports**  
The following technical information and studies are generally required unless waived by County Planning Staff at or following a Pre-Application Review Meeting. Please see County Planning Staff for a list of pre-qualified consultants.
  1. FOR WINERY PROJECTS: Additional submittal information is necessary and should be included with the submittal packet consistent with the Winery Use Permit Supplemental Submittal Requirements.
  2. Traffic Study, consistent with Traffic Impact Study Preparation Requirements link:  
<https://www.countyofnapa.org/DocumentCenter/View/2514/Requirements-for-Preparation-of-Traffic-Impact-Studies-PDF>.
  3. Archeological/Cultural Resources Study (consistent with State of California requirements)
  4. Historic Resources Study (consistent with State Office of Historic Preservation requirements)
  5. Biological Study – Includes Special Status Survey (consistent with *Guidelines for Preparing Biological Resources Reconnaissance Surveys* and *Guidelines for Preparing Special-Status Plant Studies*)

- 6. Water Availability/Groundwater Study (consistent with the WAA Guidance Document adopted by the Board 5/12/2015)
- 7. Special Studies (The following may be required on a project-specific basis at the discretion of the PBES Director.)
  - Noise Study (demonstrating consistency with Napa County Code Chapter 8.16).
  - Aviation Compatibility Study (consistent with Airport Land Use Compatibility Plan requirements)
  - Visual Impacts Study (Photographic simulations)
  - Geological/Geotechnical Hazard Report – Alquist Priolo Act
  - Hydraulic Analysis (flood impact) if within Floodplain and/or Floodway
  - Stormwater Control Plan (consistent with Napa County BASMAA Post Construction Manual)
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_

**Additional Information Required by the Environmental Health Department:**

- 1. Soil Evaluation Report if an on-site septic system is proposed.
- 2. Septic Feasibility Report for any new or upgraded septic systems or any expansion of use relying on an existing septic system.
- 3. Water System Feasibility Report if the water supply system will serve 25 or more people inclusive of employees, visitors, and residents or if kitchen is proposed. See enclosed handout provided by Environmental Services.
- 4. Water and/or Sewage Disposal Easement if an off-site spring, well, reservoir, storage tank, or individual sewage disposal system is proposed.
- 5. Completed Business Activities form, enclosed.
- 6. Solid Waste & Recycling Storage area location and size included on overall site plan. See guidelines at [www.countyofnapa.org/DEM/](http://www.countyofnapa.org/DEM/).
- 7. Cave setback plan if a cave is proposed. See handout provided by Environmental Services.

Please click on Other Information tab at <https://www.countyofnapa.org/1904/Environmental-Health-Division> for forms and handouts related to use permit application submittal.

**Additional Information Required by the Engineering Services:**

Please contact Engineering Services for any additional handouts or forms related to use permit application submittal.

**Please Note**

While this checklist includes all information generally required to process a Use Permit application, it is primarily focused on winery uses. Additional information may be required at the discretion of the Planning Manager, and in particular in those cases where non-winery commercial uses (such as restaurants) are proposed. The Planning Division will make every effort to identify any additional required information at or directly following the Pre-application Review Meeting.

**Plans and Studies provided electronically via CD, USB Drive and/or DropBox link.**

## Hourly Fee Agreement

PROJECT File: P19- ; request for Use Permit for a Park and Rural Recreation Use and Minor Modification to Napa Solano Ridge Trail Use Permit (P04-<sup>0464 TP</sup>~~0416~~) to correct alignment and update conditions of approval. I, Chris Cahill, the undersigned, hereby authorize the County of Napa to process the above referenced permit request in accordance with the Napa County Code. I am providing \$ fee waiver requested as a deposit to pay for County staff review, coordination and processing costs related to my permit request based on actual staff time expended and other direct costs. **In making this deposit, I acknowledge and understand that the deposit may only cover a portion of the total processing costs. Actual costs for staff time are based on hourly rates adopted by the Board of Supervisors in the most current Napa County fee schedule. I also understand and agree that I am responsible for paying these costs even if the application is withdrawn or not approved.**

I understand and agree to the following terms and conditions of this Hourly Fee Agreement:

1. Time spent by Napa County staff in processing my application and any direct costs will be billed against the available deposit. "Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant's representatives, neighbors and/or interested parties, attendance and participation at meetings and public hearings, preparation of staff reports and other correspondence, or responding to any legal challenges related to the application during the processing of your application. "Staff" includes any employee of the Planning, Building and Environmental Services Department (PBES), the Office of the County Counsel, or other County staff necessary for complete processing of the application. "Direct costs" include any consultant costs for the peer review of materials submitted with the application, preparation of California Environmental Quality Act (CEQA) documents, expanded technical studies, project management, and/or other outside professional assistance required by the County and agreed to by the applicant. The cost to manage consultant contracts by staff will also be billed against the available deposit.
2. Staff will review the application for completeness and provide me with a good faith estimate of the full cost of processing the permit. Any requested additional deposit shall be submitted to PBES to allow continued processing of the project.
3. I understand that the County desires to avoid incurring permit processing costs without having sufficient funds on deposit. If staff determines that inadequate funds are on deposit for continued processing, staff shall notify me in writing and request an additional deposit amount estimated necessary to complete processing of my application. I agree to submit sufficient funds as requested by staff to process the project through the hearing process within 30 days of the request.
4. I understand that if the amount on deposit falls below zero, staff will notify me and stop work on the application until sufficient additional funds are provided
5. If the final cost is less than the amount remaining on deposit, the unused portion of the deposit will be refunded to me. If the final cost is more than the available deposit, I agree to pay the amount due within 30 days of billing.
6. If I fail to pay any invoices or requests for additional deposits within 30 days, the County may either stop processing my permit application, or after conducting a hearing, may deny my permit application. If I fail to pay any amount due after my application is approved, I understand that my permit may not be exercised, or may be subject to revocation. I further agree that no building, grading, sewage, or other project related permits will be issued if my account is in arrears.

7. I may file a written request for a further explanation or itemization of invoices, but such a request does not alter my obligation to pay any invoices in accordance with the terms of this agreement.

Name of Applicant responsible for payment of all County processing fees (Please Print):


Napa County Regional Park and Open Space District

Mailing Address of the Applicant responsible for paying processing fees:

1195 Third Street, Second Floor, Napa, Calif. 94559

\_\_\_\_\_

\_\_\_\_\_

Signature: \*  \_\_\_\_\_

Email Address: ccahill@ncrposd.org

Date: 4-Dec-19

Phone Number: 707.299.1335

\*ATTENTION - The applicant will be held responsible for all charges.



A Tradition of Stewardship  
A Commitment to Service

Planning, Building & Environmental Services - Hillary Gitelman, Director  
1195 Third Street, Napa, CA 94559 - (707) 253-4417 - www.countyofnapa.org

Project name & APN: Suscol Headwaters Park 045-360-022 etc.  
 Project number if known: \_\_\_\_\_  
 Contact person: Chris Cahill  
 Contact email & phone number: 299.1335  
 Today's date: 6-Dec-19

## Voluntary Best Management Practices Checklist for Development Projects

Napa County General Plan Policy CON-65 (e) and Policy CON-67 (d) requires the consideration of Greenhouse Gas (GHG) emissions in the review of discretionary projects and to promote and encourage "green building" design. The below Best Management Practices (BMPs) reduce GHG emissions through energy and water conservation, waste reduction, efficient transportation, and land conservation. The voluntary checklist included here should be consulted early in the project and be considered for inclusion in new development. It is not intended, and likely not possible for all projects to adhere to all of the BMPs. Rather, these BMPs provide a portfolio of options from which a project could choose, taking into consideration cost, co-benefits, schedule, and project specific requirements. Please check the box for all BMPs that your project proposes to include and include a separate narrative if your project has special circumstances.

### Practices with Measurable GHG Reduction Potential

The following measures reduce GHG emissions and if needed can be calculated. They are placed in descending order based on the amount of emission reduction potential.

Already Plan  
Doing To Do

ID # BMP Name



**BMP-1 Generation of on-site renewable energy**

*If a project team designs with alternative energy in mind at the conceptual stage it can be integrated into the design. For instance, the roof can be oriented, sized, and engineered to accommodate photovoltaic (PV) panels. If you intend to do this BMP, please indicate the location of the proposed PV panels on the building elevations or the location of the ground mounted PV array on the site plan. Please indicate the total annual energy demand and the total annual kilowatt hours produced or purchased and the potential percentage reduction of electrical consumption. Please contact staff or refer to the handout to calculate how much electrical energy your project may need.*

N/A little to no power demand on site.



**BMP-2 Preservation of developable open space in a conservation easement**

*Please indicate the amount and location of developable land (i.e.: under 30% slope and not in creek setbacks or environmentally sensitive areas for vineyards) conserved in a permanent easement to prohibit future development.*

Most NCRPOSD properties will ultimately be further protected through the granting of a conservation easement to the Land Trust of Napa County.



Already Plan  
Doing To Do

**BMP-3 Habitat restoration or new vegetation (e.g. planting of additional trees over 1/2 acre)**

*Napa County is famous for its land stewardship and preservation. Restoring areas within the creek setback reduces erosion potential while planting areas that are currently hardscape (such as doing a bio-retention swale rather than underground storm drains) reduces storm water and helps the groundwater recharge. Planting trees can also increase the annual uptake of CO2e and add the County's carbon stock.*

Habitat restoration throughout the property will be an ongoing priority.

**BMP-4 Alternative fuel and electrical vehicles in fleet**

*The magnitude of GHG reductions achieved through implementation of this measure varies depending on the analysis year, equipment, and fuel type replaced.*

**Number of total vehicles**

The District has separately committed to converting to low

**Typical annual fuel consumption or VMT**

carbon vehicles and power equipment. See NCRPOSD

**Number of alternative fuel vehicles**

Resolution 19-03 "A Commitment to Address Climate

**Type of fuel/vehicle(s)**

Change," attached.

**Potential annual fuel or VMT savings**

**BMP-5 Exceed Title 24 energy efficiency standards: Build to CALGREEN Tier 2**

*The California Building Code update effective January 1, 2011 has new mandatory green building measures for all new construction and has been labeled CALGREEN. CALGREEN provides two voluntary higher levels labeled CALGREEN Tier I and CALGREEN Tier II. Each tier adds a further set of green building measures that go above and beyond the mandatory measures of the Code. In both tiers, buildings will use less energy than the current Title 24 California Energy Code. Tier I buildings achieve at least a 15% improvement and Tier 2 buildings are to achieve a 30% improvement. Both tiers require additional non-energy prerequisites, as well as a certain number of elective measures in each green building category (energy efficiency, water efficiency, resource conservation, indoor air quality and community).*

N/A, no buildings.

**BMP-6 Vehicle Miles Traveled (VMT) reduction plan**

*Selecting this BMP states that the business operations intend to implement a VMT reduction plan reducing annual VMTs by at least 15%.*

Tick box(es) for what your Transportation Demand Management Plan will/does include:

- employee incentives
- employee carpool or vanpool
- priority parking for efficient transportation (hybrid vehicles, carpools, etc.)
- bike riding incentives
- bus transportation for large marketing events
- Other:

Everyone entering the Suscol Headwaters Park will be arriving on foot, by bike, or on horseback.

Estimated annual VMT

Potential annual VMT saved

% Change

Already Plan  
Doing To Do

**BMP-7 Exceed Title 24 energy efficiency standards: Build to CALGREEN Tier 1**  
*See description below under BMP-5.*  
N/A, no buildings.

---

**BMP-8 Solar hot water heating**  
*Solar water heating systems include storage tanks and solar collectors. There are two types of solar water heating systems: active, which have circulating pumps and controls, and passive, which don't. Both of them would still require additional heating to bring them to the temperature necessary for domestic purposes. They are commonly used to heat swimming pools.*  
N/A, no buildings.

---

**BMP-9 Energy conserving lighting**  
*Lighting is approximately 25% of typical electrical consumption. This BMP recommends installing or replacing existing light bulbs with energy-efficient compact fluorescent (CF) bulbs or Light Emitting Diode (LED) for your most-used lights. Although they cost more initially, they save money in the long run by using only 1/4 the energy of an ordinary incandescent bulb and lasting 8-12 times longer. Typical payback from the initial purchase is about 18 months.*  
N/A, no lighting.

---

**BMP-10 Energy Star Roof/Living Roof/Cool Roof**  
*Most roofs are dark-colored. In the heat of the full sun, the surface of a black roof can reach temperatures of 158 to 194 °F. Cool roofs, on the other hand, offer both immediate and long-term benefits including reduced building heat-gain and savings of up to 15% the annual air-conditioning energy use of a single-story building. A cool roof and a green roof are different in that the green roof provides living material to act as a both heat sink and thermal mass on the roof which provides both winter warming and summer cooling. A green (living) roof also reduces storm water runoff.*  
N/A, no buildings.

---

**BMP-11 Bicycle Incentives**  
*Napa County Zoning Ordinance requires 1 bicycle rack per 20 parking spaces (§18.110.040). Incentives that go beyond this requirement can include on-site lockers for employees, showers, and for visitor's items such as directional signs and information on biking in Napa. Be creative!*  
The opening of Suscol Headwaters to the public is a bicycle incentive in and of itself.

---

**BMP-12 Bicycle route improvements**  
*Refer to the Napa County Bicycle Plan (NCPTA, December 2011) and note on the site plan the nearest bike routes. Please note proximity, access, and connection to existing and proposed bike lanes (Class I: Completely separated right-of-way; Class II: Striped bike lane; Class III: Signed Bike Routes). Indicate bike accessibility to project and any proposed improvements as part of the project on the site plan or describe below.*  
This project proposes substantial new mileages of multiuse trails.

---

Already Plan  
Doing To Do

**BMP-13 Connection to recycled water**

*Recycled water has been further treated and disinfected to provide a non-potable (non-drinking water) water supply. Using recycled water for irrigation in place of potable or groundwater helps conserve water resources.*

*Possible in the future as recycled water is available nearby, but demand as a component of this project would be next to nil.*

---

**BMP-14 Install Water Efficient fixtures**

*WaterSense, a partnership program by the U.S. Environmental Protection Agency administers the review of products and services that have earned the WaterSense label. Products have been certified to be at least 20 percent more efficient without sacrificing performance. By checking this box you intend to install water efficient fixtures or fixtures that conserve water by 20%.  
N/A, no buildings.*

---

**BMP-15 Low-impact development (LID)**

*LID is an approach to land development (or re-development) that works with nature to manage storm water as close to its source as possible. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat storm water as a resource rather than a waste product. There are many practices that have been used to adhere to these principles such as bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements. By implementing LID principles and practices, water can be managed in a way that reduces the impact of built areas and promotes the natural movement of water within an ecosystem or watershed. Please indicate on the site or landscape plan how your project is designed in this way.*

*The project is low impact by its very nature.*

---

**BMP-16 Water efficient landscape**

*If your project is a residential development proposing in excess of 5,000 sq. ft. or a commercial development proposing in excess of 2,500 sq. ft. The project will be required to comply with the Water Efficient Landscape Ordinance (WELO).*

*Please check the box if you will be complying with WELO or If your project is smaller than the minimum requirement and you are still proposing drought tolerant, zeroscape, native plantings, zoned irrigation or other water efficient landscape.*

*N/A, no new landscaping.*

---

**BMP-17 Recycle 75% of all waste**

*Did you know that the County of Napa will provide recycling collectors for the interior of your business at no additional charge? With single stream recycling it is really easy and convenient to meet this goal. To qualify for this BMP, your business will have to be aggressive, proactive and purchase with this goal in mind.*

*N/A, this is a backcountry park and will not be providing waste containers. Users will be advised to pack out what they pack in.*

---

Already Plan  
Doing To Do

**BMP-18 Compost 75% food and garden material**

*The Napa County food composting program is for any business large or small that generates food scraps and compostable, including restaurants, hotels, wineries, assisted living facilities, grocery stores, schools, manufacturers, cafeterias, coffee shops, etc. All food scraps (including meat & dairy) as well as soiled paper and other compostable - see <http://www.naparecycling.com/foodcomposting> for more details.*

N/A, no such material will be generated.

**BMP-19 Implement a sustainable purchasing and shipping programs**

*Environmentally Preferable Purchasing (EPP) or Sustainable Purchasing refers to the procurement of products and services that have a reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. By selecting this BMP, you agree to have an EPP on file for your employees to abide by.*

The District has made substantial commitments to sustainability in our business practices. See NCRPOSD Resolution 19-03 "A Commitment to Address Climate Change," attached.

**BMP-20 Planting of shade trees within 40 feet of the south side of the building elevation**

*Well-placed trees can help keep your building cool in summer. If you choose a deciduous tree after the leaves drop in autumn, sunlight will warm your building through south and west-facing windows during the colder months. Well-designed landscaping can reduce cooling costs by 20%. Trees deliver more than energy and cost savings; they are important carbon sinks. Select varieties that require minimal care and water, and can withstand local weather extremes. Fruit or nut trees that produce in your area are great choices, providing you with local food as well as shade. Please use the site or landscape plan to indicate where trees are proposed and which species you are using.*

N/A, no buildings.

**BMP-21 Electrical Vehicle Charging Station(s)**

*As plug-in hybrid electric vehicles (EV) and battery electric vehicle ownership is expanding, there is a growing need for widely distributed accessible charging stations. Please indicate on the site plan where the station will be.*

N/A, no parking lot.

**BMP-22 Public Transit Accessibility**

*Refer to <http://www.ridethevine.com/vine> and indicate on the site plan the closest bus stop/route. Please indicate if the site is accessed by transit or by a local shuttle. Provide an explanation of any incentives for visitors and employees to use public transit. Incentives can include bus passes, informational hand outs, construction of a bus shelter, transportation from bus stop, etc.*

All access would be through Skyline Wildemess Park, which is transit accessible.

Already Plan  
Doing To Do

**BMP-23**

**Site Design that is oriented and designed to optimize conditions for natural heating, cooling, and day lighting of interior spaces, and to maximize winter sun exposure; such as a cave.**

*The amount of energy a cave saves is dependent on the type of soil, the microclimate, and the user's request for temperature control. Inherently a cave or a building buried into the ground saves energy because the ground is a consistent temperature and it reduces the amount of heating and cooling required. On the same concept, a building that is oriented to have southern exposure for winter warmth and shading for summer cooling with an east-west cross breeze will naturally heat, cool, and ventilate the structure without using energy. Please check this box if your design includes a cave or exceptional site design that takes into consideration the natural topography and sitting. Be prepared to explain your approach and estimated energy savings.*

N/A, no buildings.

---

**BMP-24 Limit the amount of grading and tree removal**

*Limiting the amount of earth disturbance reduces the amount of CO2 released from the soil and mechanical equipment. This BMP is for a project design that either proposes a project within an already disturbed area proposing development that follows the natural contours of the land, and that doesn't require substantial grading or tree removal.*

Grading will be limited to new single track trails, no tree removal is proposed.

---

**BMP-25 Will this project be designed and built so that it could qualify for LEED?**

BMP-25 (a)

BMP-25 (b)

BMP-25 (c)

**LEED™ Silver** (check box BMP-25 and this one)

**LEED™ Gold** (check box BMP-25, BMP-25 (a), and this box)

**LEED™ Platinum** (check all 4 boxes)

---

## Practices with Un-Measured GHG Reduction Potential

---

**BMP-26 Are you, or do you intend to become a Certified Green Business or certified as a "Napa Green Winery"?**

*As part of the Bay Area Green Business Program, the Napa County Green Business Program is a free, voluntary program that allows businesses to demonstrate the care for the environment by going above and beyond business as usual and implementing environmentally friendly business practices. For more information check out the Napa County Green Business and Winery Program at [www.countyofnapa.org](http://www.countyofnapa.org).*

**BMP-27 Are you, or do you intend to become a Certified "Napa Green Land"?**

*Napa Green Land, fish friendly farming, is a voluntary, comprehensive, "best practices" program for vineyards. Napa Valley vintners and growers develop farm-specific plans tailored to protect and enhance the ecological quality of the region, or create production facility programs that reduce energy and water use, waste and pollution. By selecting this measure either you are certified or you are in the process of certification.*

Already Plan  
Doing To Do

- BMP-28 Use of recycled materials**

*There are a lot of materials in the market that are made from recycled content. By ticking this box, you are committing to use post-consumer products in your construction and your ongoing operations.*

We use recycled materials wherever practicable.

- BMP-29 Local food production**

*There are many intrinsic benefits of locally grown food, for instance reducing the transportation emissions, employing full time farm workers, and improving local access to fresh fruits and vegetables.*

- BMP-30 Education to staff and visitors on sustainable practices**

*This BMP can be performed in many ways. One way is to simply put up signs reminding employees to do simple things such as keeping the thermostat at a consistent temperature or turning the lights off after you leave a room. If the project proposes alternative energy or sustainable winegrowing, this BMP could include explaining those business practices to staff and visitors.*

Education about sustainability and the natural environment is a key part of the District's mission.

- BMP-31 Use 70-80% cover crop**

*Cover crops reduce erosion and the amount of tilling which is required, which releases carbon into the environment.*

- BMP-32 Retain biomass removed via pruning and thinning by chipping the material and reusing it rather than burning on-site**

*By selecting this BMP, you agree not to burn the material pruned on site.*

- BMP-33 Are you participating in any of the above BMPS at a 'Parent' or outside location?**

The above practices are part of our operation District-wide.

- BMP-34 Are you doing anything that deserves acknowledgement that isn't listed above?**

Permanently preserving 709 acres of invaluable ridgetop open space for perpetuity and making it available for public use and enjoyment.

**Comments and Suggestions on this form?**

---

---

---

---

**Sources:**

1. *Napa County Bicycle Plan, NCTPA, December 2011*
2. *California Air Pollution Control Officers Associate (CAPCOA). January 2008. CEQA and Climate Change*
3. *Napa County General Plan, June 2008.*
4. *California Office of the Attorney General. 2010. Addressing Climate Change at the Project Level available at [http://ag.ca.gov/global\\_warming/pdf/GW\\_mitigation\\_measures.pdf](http://ag.ca.gov/global_warming/pdf/GW_mitigation_measures.pdf)*
5. *U.S. Green Building Council (2009). LEED 2009 for New Construction and Major Renovations Rating System. Washington, DC: United States Green Building Council, Inc.*
6. *California Energy Commission (2008). Title 24, Part 6, of the California Code of Regulations: California's Energy Efficiency Standards for Residential and Nonresidential Buildings. Sacramento, CA: California Energy Commission.*
7. *U.S. Department of Energy (2010). Cool roof fact sheet.*
8. <http://www1.eere.energy.gov/buildings/ssl/ledlightingfacts.html>
9. *Compact Fluorescent Light Bulbs". Energy Star. Retrieved 2013-05-01.*
10. <http://energy.gov/energysaver/articles/solar-water-heaters>. Retrieved 2013-05-02.
11. <http://energy.gov/energysaver/articles/solar-water-heater>. Retrieved 2013-05-09
12. [http://www.bchydro.com/powersmart/residential/guides\\_tips/green-your-home/cooling\\_guide/shade\\_trees.html](http://www.bchydro.com/powersmart/residential/guides_tips/green-your-home/cooling_guide/shade_trees.html)
13. <http://www.napagreen.org/about>. Retrieved 2013-05-09
14. <http://www.countyofnapa.org/pages/departmentcontent.aspx?id=4294971612>
15. <http://www.napasan.com/Pages/ContentMenu.aspx?id=109>
16. <http://water.epa.gov/polwaste/green/index.cfm>

## RESOLUTION N<sup>o</sup>. 19-03

### Napa County Regional Park and Open Space District

#### A COMMITMENT TO ADDRESS CLIMATE CHANGE

WHEREAS, on October 8, 2018 the Intergovernmental Panel on Climate Change (IPCC) released a report, "Global Warming of 1.5 degrees C" which states that "Limiting global warming to 1.5 degree C would require rapid, far-reaching and unprecedented changes in all aspects of society", and projected that the earth could reach and exceed this temperature threshold by as early as 2030, far earlier than previously anticipated; and

WHEREAS, climate modeling shows that it is not possible to stabilize global mean temperature rise at or below 1.5 degree C through emission reduction alone without undertaking additional pre-2030 climate mitigation and restoration actions; and

WHEREAS, Napa County and its residents, economy and environment have already experienced adverse effects associated with climate change, such as a prolonged wildfire season, firestorms, rising temperatures, mudslides, severe droughts, property destruction and damage to infrastructure; and

WHEREAS, the Napa County Regional Park and Open Space District recognizes that climate change represents a global catastrophic risk to human health, safety, and economic prosperity, and to ecosystem health, structure, and function; and

WHEREAS, the Board of Supervisors of the County of Napa on June 18, 2019 adopted a Proclamation of a Countywide Commitment to Address Climate Change; and

WHEREAS, the Master Plan of the Napa County Regional Park and Open Space District, as updated in July 2019, describes the threats of climate change to the natural ecology of Napa County, including water supply and wildlife habitat, to public safety, and to economic vitality, and commits the District to addressing these threats.

NOW, THEREFORE, the Napa County Regional Park and Open Space District resolves as follows:

1. The District commits to work cooperatively with the County of Napa and the five municipalities within Napa County, as well as other public agencies and community organizations, to identify and implement coordinated local actions to limit greenhouse gases and other key contributors to climate change and minimize the adverse effects of climate change.
2. The District commits to reducing the emission of greenhouse gases and other key climate pollutants in its operations through:
  - a. Making Ecocamp Berryessa fully energy self-sufficient and self-reliant, utilizing solar panels and battery storage.
  - b. Retrofitting the houses and buildings at Moore Creek Park including upgraded insulation and installing solar power.
  - c. Seeking permission from State Parks to install solar panels and batteries at the State Parks operated or expected to be operated by the District, including Bothe-Napa Valley



State Park, the Bale Grist Mill State Historic Park and Robert Louis Stevenson State Park.

- d. Seeking State Parks permission to insulate the buildings at Bothe-Napa Valley State Park and Robert Louis Stevenson State Park.
  - e. Constructing bus stops and working with Lake County Transit to provide public bus service to Robert Louis Stevenson State Park.
  - f. Continuing to partner with the Napa Valley Vine Trail Coalition and the San Francisco Bay Trail Project to complete these regional trails that have both commute and recreational functions, and with local agencies to expand the network of Class I and II bicycle and pedestrian routes that connect parks with neighborhoods, employment and retail destinations, schools, and other community facilities, and that together provide an effective, safe and enjoyable alternative to motor vehicle use.
  - g. Continuing public education to encourage carpooling and close- to-home recreation, such as through the "Reduce Your Carbon Footprint" sign located at Moore Creek Park.
  - h. Continuing the fee policy at Bothe-Napa Valley State Park that charges per car rather than per person and allows free entry for people who arrive on foot or by bicycle, and structuring any future fee policies to similarly incentivize carpooling and alternatives to single-occupant vehicles.
  - i. Continuing to expand the recycling and composting of materials generated at District facilities by District operations and by the public. Determine baseline recycling and composting rates, and set future recycling and composting goals by the end of 2020.
  - j. Doubling District average fleet fuel economy, on a miles travelled basis, by the close of Fiscal Year 2023/2024.
  - k. Converting District vehicles, tools, and appliances to all-electric and/or superior carbon neutral technologies to the greatest extent feasible as existing resources are replaced.
  - l. Transitioning to fully renewable electric power at all of our on-grid facilities by the close of Fiscal Year 2020/2021.
  - m. Seeking funds to install electric vehicle charging stations at District facilities for use by the general public, District vehicles and District employees.
  - n. Considering the climate impacts of all District purchasing decisions, such as utilizing native and locally-sourced building materials where available, minimizing packaging, favoring plant-based food products, and preferring products with the least life-cycle carbon impacts.
  - o. Continuing to provide and expanding the supply of employee housing in existing structures on District properties, and developing programs to incentivize employee proximity housing and alternative commute modes (walking, biking, public transportation) by the close of Fiscal Year 2023/2024.
  - p. Requiring Board of Directors approval for any District-funded airplane travel and allowing such travel only when imperative for District management and/or operations.
  - q. Increasing the solar reflectivity of its built structures.
3. The District commits to increasing natural carbon sequestration by:
- a. Reducing the risk of catastrophic wildfire by continuing to remove ladder fuels such as invasive French Broom.
  - b. Seeking funding to dramatically expand the District's efforts to control invasive and highly flammable vegetation.
  - c. Selective thinning of vegetation to maximize forest health and reduce the risk of catastrophic wildfire.

- d. Supporting grazing practices that encourage root development and carbon sequestration.
- e. Cooperating with community firesafe councils to implement coordinated, comprehensive and ongoing vegetation management activities.
- f. Seeking funding to intensify District efforts to acquire or permanently protect through conservation easements lands which would otherwise be subject to land conversion or development that reduces the ability of the land to sequester carbon.
- g. Making the preservation of forests with high carbon sequestration values a top priority for future acquisitions of open space lands and/or conservation easements.
- h. Encourage compact urban development by using open space acquisitions to prevent sprawl development that would have a high carbon footprint.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa County Regional Park and Open Space District at a regular meeting of said Board on the 4<sup>th</sup> day of NOVEMBER, 2019 by the following vote:

AYES: DIRECTORS NORRIS, BOWER-TURJANIS, RANDOL, CHRISTIAN

NOES: DIRECTORS \_\_\_\_\_

ABSENT: DIRECTORS FINIGAN

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Brent Randol, President

<p>APPROVED BY THE NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT BOARD OF DIRECTORS</p> <p>Date: _____</p> <p>Processed by: _____ District Secretary</p>
--



**NAPA** COUNTY REGIONAL PARK &  
**OPEN SPACE DISTRICT**

Karen Bower Turjanis  
*Director Ward One*

Tony Norris  
*Director Ward Two*

Brent Randol  
*Director Ward Three*

Dave Finigan  
*Director Ward Four*

Barry Christian  
*Director Ward Five*

## **Detailed Project Description**

### **SUSCOL HEADWATERS PARK**

December 10, 2019

The Suscol Headwaters Park project involves the Napa County Regional Park and Open Space District improving and providing public access to and nature-based recreation on 709 acres of publicly-owned ridgeline open space spread across the Suscol Creek, Sheehy Creek, and Fagan Creek watersheds adjacent to Skyline Wilderness and due north of Jameson Canyon Road.. Public access to the park would be via the Skyline Wilderness Park trail network with alternate administrative, public safety, and other by-invitation access from Anderson Road to the west over existing improved vineyard roads. The project also includes an amendment to Napa County Use Permit P04-0416 (Napa Solano Ridge Trail) to correct the route, provide a public through-connection to the Suscol Headwaters Park from the existing trail, and update the conditions of approval. Proposed uses, facilities, and other notable features of the project are summarized below:

### **PROPOSED USES**

**Hiking.** Allowed except when the park is closed due to high fire hazard, excessively wet trails, or other hazards (see discussion in “Other Notable Features” section regarding park closure policy).

**Mountain biking.** Allowed on all named trails, except when park is closed due to high fire hazard, excessively wet trails, or other hazards (see discussion in “Other Notable Features” section regarding park closure policy).

**Horseback riding.** Same as for mountain biking.

**Nature observation and study.** Allowed year-round, except when necessary to restrict use due to high fire hazard, excessively wet trails, or other hazards (see discussion in “Other Notable Features” section regarding park closure policy).

**No Motorized Recreation.** Except as required or recommended by state and federal disability access laws and regulations, no motorized recreation will be permitted, and the public will not be permitted to drive any form of motorized vehicle within the preserve.

**Other low-impact outdoor recreation and education.** Open space-based activities that do not disturb the natural character of the area, such as non-invasive geocaching or picnicking, but not including public hunting (hunting and trapping for management purposes by the District and its agents would be allowed), target shooting, or barbequing, may be allowed.

## **PROPOSED FACILITIES<sup>1</sup>**

A total of 7.31 miles of trails are included in the project, +/- 6.25 of which are new trails.

**Lookout Trail** (0.19 mile). An existing single-track trail that connects a lookout point in the northern portion of the property to the existing portion of the Suscol Ridge Trail, which in turn connects to the Napa County Regional Park and Open Space District's Napa-Solano Ridge Trail, a dedicated easement over the Tuteur Family property that goes on to connect to Skyline Wilderness Park.

**Suscol Ridge Trail** (1.70 miles). A new single-track trail that sweeps from higher elevations in the northeastern portion of the property down through grassland to meet the Perdida Trail. The Suscol Ridge Trail also includes a portion of existing single-track trail connecting Suscol Headwaters Park and the Napa Solano Ridge Trail.

**Buckaroo Trail** (0.88 mile). A new single-track trail that descends from the existing portion of the Suscol Ridge Trail, following a tributary to Suscol Creek. This trail joins an existing ranch road for approximately 0.25 mile, where it crosses the Suscol Creek tributary at an existing ranch road crossing (no new crossing would be constructed).

**Chance the Cowboy Trail** (1.16 miles). An existing unimproved ranch road that follows a north-south ridge on the northwestern portion of the property, plus an approximately 300-foot stretch of new single-track at the northern end of the ranch road and a 500-foot segment of new single-track at the southern end. This trail connects with the Buckaroo Trail to the north and the Big and Little Bend Trails to the south.

**Big Bend Trail** (1.17 miles). A new single-track trail that begins at the southern terminus of the Chance the Cowboy Trail and loops around a prominent topographic feature ("the Knob") in the western portion of the property.

**Little Bend Trail** (0.97 mile). A new single-track trail that follows a similar course to the Big Bend Trail, but at higher elevations around the Knob.

**Zane Trail** (0.64 mile). A new single-track trail that follows a similar descent to the Buckaroo Trail, on the eastern side of the basin above the creek. This trail connects to the Buckaroo Trail in the north and the Perdida Trail in the south.

---

<sup>1</sup> Trail routes and lengths are approximate and may be adjusted, within the corridors shown in the Park Development Plan, as required by field conditions. Trail names are preliminary and subject to change.

**Perdida Trail** (0.60 mile). A new single-track trail connecting the Suscol Ridge and Zane Trails, creating a 2.09-mile loop through the central and eastern portions of the property.

**Signage.** A kiosk and map will be installed at the park entrance from Skyline Wilderness Park, welcoming visitors to Suscol Headwaters and advising them of rules and regulations. Directional signage will be included at trailheads and junctions, and signs advising users of park boundaries.

## **OTHER NOTABLE FEATURES**

**Low Impact.** Every aspect of construction and operation of the park will be designed to be low impact in terms of resource and energy consumption and generation of pollutants. There will be no motorized recreation within the park.

**California red-legged frog.** The District will be constructing a red-legged frog pond and improving the surrounding habitat as part of an existing funding and mitigation agreement with Caltrans and the US Fish and Wildlife Service. The area immediately surrounding the pond will be fenced to exclude both humans and wild pigs and to allow tightly controlled flash cattle grazing.

**Wildfire hazard.** Park activities will be limited as appropriate, up to and including full park closure, as needed during periods of extreme wildfire hazard, as determined by the County Fire Marshall or additionally whenever in the District's judgment the combination of forecasted temperature, humidity, and wind suggest extreme wildfire hazard. No open fires will be allowed.

**Wet weather.** Trails will be closed as needed during and after rainstorms to prevent soil erosion and damage to trails. Appropriate closure protocols for hikers, mountain bicyclists, and equestrians will be adopted and enforced. The performance standard used to guide the closure protocols will be that there is no trail-related sediment flow either directly or indirectly into local creeks.

**Other Hazards.** Trails will be partially or fully closed, and the park may be completely closed to the public as needed to avoid conflict with District property maintenance activities, or as needed to avoid any other public safety hazard or to protect water quality or other natural resources.

**Hunting and shooting.** No sport hunting or target shooting will be allowed.

**Grazing.** Existing grazing will be allowed to continue. The duration and intensity of grazing will be guided by the existing Suscol Mountain grazing management plan, adopted as a component of the Suscol Mountain Vineyards ECP. A key grazing objective will be to use grazing to control the risk of wildfire and the spread of invasive weeds.

**Fencing.** The property is largely fenced along its perimeter and internal fencing was reviewed and approved as a component of the Suscol Mountain Vineyards Agricultural

Erosion Control Plan (ECP, P09-00176). Any additional fencing will be the minimum necessary to provide for public safety and limit trespass onto neighboring agricultural properties or for resource protection.

## **ENVIRONMENTAL COMMITMENTS AND BEST MANAGEMENT PRACTICES**

The project incorporates the following features to enhance environmental protections during construction and operation in order to ensure minimal impacts:

### **Air Quality Best Management Practices, during construction:**

- All exposed surfaces (graded areas, staging areas, stockpiles, and unpaved roads) shall be covered or watered twice per day as needed to maintain sufficient soil moisture to control fugitive dust.
- All trucks hauling soil, sand, and other loose materials shall be covered in accordance with Section 23114 of the California Vehicle Code during transit to and from the site.
- The adjacent public roads shall be swept daily with wet power vacuum street sweepers, if visible soil material is carried/tracked out onto roadways.
- Traffic on unpaved areas and roads shall be limited to 10 mph.
- Grading and earthmoving activities shall be suspended when winds exceed 25 mph.
- Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes, as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations (CCR). Signs clearly indicating this provision shall be installed at all access points.
- All construction equipment shall be maintained and properly tuned in accordance in manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.
- A sign with the telephone number and person to contact at the Lead Agency regarding dust complaints shall be visibly posted at the site. The contact person shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.

### **Biological Resources Protections:**

- No construction or soil disturbance will take place within the banks of any blue line stream.
- Excavated materials along the entirety of the trail routes shall be distributed in a manner that does not create piles or berms of uncompacted disturbed soil that would encourage colonization by invasive plants.
- No sport hunting shall not be allowed. Hunting or trapping on the property would be limited to wildlife management activities by the District, its agents, and/or wildlife agencies having jurisdiction over the relevant resource.

- The presence of bears and mountain lions shall be regarded as natural and desirable, and depredation permits for problem animals shall only be sought as a last resort, and only if there is a clearly demonstrated and immediate need to protect public safety and where other methods of risk minimization, avoidance, and public education cannot be relied upon.
- In the event any mature trees (≥6-inch dbh) must be removed for trail construction, replacement trees of the same species shall be replanted and tended until successfully established at the ratio of two replacement trees for every one lost. No tree removal for trail construction purposes shall be allowed in recorded Oak Woodland Conservation Areas.

**Cultural Resources Protections:**

- Should any archaeological, cultural, or paleontological artifacts be found during any soil disturbing construction activities, construction will cease until the District has had the location inspected by a qualified professional and has taken appropriate steps as recommended by the qualified professional to protect the resource.
- If human remains are encountered the Napa County Coroner shall be informed to determine if an investigation of the cause of death is required and/or if the remains are of Native American origin. Pursuant to Public Resources Code Section 5097.98, if such remains are of Native American origin the nearest tribal relatives as determined by the State Native American Heritage Commission will be contacted to obtain recommendations for treating or removal of such remains, including grave goods, with appropriate dignity.

**Soil Protections:**

- New trail construction shall follow the standards and best management practices adopted by the District in its Moore Creek Trail Construction Standards, as amended.

**Safety Features:**

- Public motor vehicle use shall be prohibited, except as required or recommended by the Americans with Disabilities Act and related federal and state regulations.
- Power tools shall only be used by properly trained and equipped staff and volunteers.
- Smoking shall be prohibited.
- The park shall be closed to public use during periods of extreme wildfire hazard, as determined by the County Fire Marshall, as well as when in the District's judgment the combination of temperature, humidity and wind create a potentially unsafe situation.
- The public shall not be permitted to have open fires.

**Water Quality Protections:**

- New trail construction shall follow the standards and best management practices adopted by the District in its Moore Creek Trail Construction Standards, as amended.

- District shall obtain a grading permit or a grading permit exemption and comply with the conditions of the County's Grading Permit or exemption for all trail construction.
- No grading shall take place within the banks of any blue line streams.
- Where trails cross seasonal drainages, the drainages shall be kept clear of loose dirt created by trail grading activities, and then armored with native rock as needed to prevent soil from washing downhill during periods of significant rainfall and eventually getting into Suscol Creek.
- Trails will be closed as needed during and after rainstorms to prevent soil erosion and damage to trails. Appropriate closure protocols for hikers, mountain bicyclists, and equestrians will be adopted and enforced. The performance standard used to guide the closure protocols will be that there is no trail-related sediment flow either directly or indirectly into local creeks.