



A Tradition of Stewardship  
A Commitment to Service

**Department of Public Works**

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**Donald G. Ridenhour, P.E.**  
Director of Public Works

## **PUBLIC WORKS DEPARTMENT INTER-OFFICE MEMORANDUM**

**DATE:** December 8<sup>th</sup>, 2010

**TO:** Kirsty Shelton, Conservation Development and Planning Department

**FROM:** Jeannette Doss, Assistant Engineer *JD*

**SUBJECT:** Napa Executive Center, APN 057-200-001, 057-200-009, P08-00555

This application proposes to construct a three story multi-tenant office building in the Napa County Airport Industrial Area. The proposed building will be approximately 67,839 sq ft; include a 72,731 sq ft parking lot with 203 spaces; and 244 full time employees.

### **EXISTING CONDITIONS:**

1. Napa County parcels 057-200-001 and 057-200-009 are located within the boundaries of the Airport Industrial Area Specific Plan on Gateway Road East. The parcels are situated on the west side of Hwy 29.
2. The existing parcels are approximately 4.33 acres.
3. Site is currently undeveloped and exists as natural grasslands with visible surface drainage.

### **RECOMMENDED CONDITIONS:**

#### **GROUNDWATER**

1. The applicant has submitted a will serve letter from the City of American Canyon for water service dated March 28, 2008. No on site wells will be used to serve this parcel. No further analysis is necessary.
2. The Applicant must comply with all associated requirements and exhibits relating to water conditions to be imposed on all parcels as described in Napa County Agreement No. 7070,

between the County of Napa and the City of American Canyon. This agreement and all its parts shall be effective as of July 3rd, 2008. (See Attached Exhibits E,F,G,H)

**PARKING:**

3. Any parking proposed by the applicant or required by the Planning Commission as a condition of this use permit must have a minimum structural section equivalent to support an H20 load designed by a licensed Civil or Geotechnical Engineer and shall not be less than two inches of asphalt concrete over 5 inches of Class II Aggregate. (County Road and Street Standards, Page 27, Section 19).
4. Parking lot details shall conform to the requirements of the latest edition of the Napa County Road and Street Standards.
5. Structural section of all drive aisles shall be calculated by a licensed Civil or Geotechnical Engineer to hold a minimum H20 loading and shall conform to the procedures contained in Chapter 600 of the State of California Department of Transportation Design Manual or approved equivalent.

**NEW PRIVATE ACCESS ROADS AND DRIVEWAYS:**

6. All roadway construction associated with this application shall conform to the current Road and Street Standards of Napa County at the time of permit submittal and accepted construction and inspection practices.
7. Access drives shall meet the requirements of a commercial drive and be a minimum of 18 feet wide with 2 feet of shoulder. Structural section shall be a minimum two inches of asphalt concrete surface over five inches of Class II Aggregate or equivalent. (County Road and Street Standards, Page 9, Par. 12).
8. All driveway access to the public right of way must conform to the latest edition of the Napa County Road and Street Standards (Page 54, Detail P-4). Outbound driveway widths shall be a minimum of 25 feet to accommodate turning movements of large trucks.
9. The applicant must obtain an encroachment permit prior to any work performed within the Napa County Right-of-Way.

**SITE IMPROVEMENTS:**

10. All on site civil improvements including but not limited to the excavation, fill, general grading, drainage, curb, gutter, surface drainage, storm drainage, parking, and drive aisles, shall be constructed according to plans prepared by a registered civil engineer, which will be reviewed and approved by this office prior to the commencement of any on site land preparation or construction. Plans shall be submitted with the building and/or grading permit documents at the time of building and/or grading permit application. A plan check fee will apply.

11. Proposed drainage for the development shall be shown on the improvement plans and shall be accomplished to avoid the diversion or concentration of stormwater runoff onto adjacent properties. Plan shall also indicate the path and changes in runoff.
12. Grading and drainage improvements shall be constructed according to the latest "Napa County Road and Street Standards" and the California Building Code. Specifically, all cuts and fills slopes shall be setback to meet the latest CBC.
13. If excess material is generated that cannot be used onsite, the Owner shall furnish to the Napa County Public Works Department evidence that the Owner has entered into agreements with the property owners of the site involved and has obtained the permits, licenses and clearances prior to commencing any off-hauling operations.
14. The applicant shall furnish an Adobe Acrobat PDF file with a complete set of all approved improvement plans to the County Engineer.
15. At the completion of construction, and prior to the final approval by the County, the applicant shall submit an Adobe Acrobat PDF file of the improvement plans reflecting all as built conditions and signed by the engineer of record.
16. The applicant must obtain an encroachment permit from the California Department of Transportation for any work performed within the State Right-of-Way.

#### **AIRPORT SPECIFIC CONDITIONS**

17. Applicant will pay the applicable Napa County Airport Industrial Area Traffic Mitigation Fees prior to receiving any building permits for this project. The applicant should contact the Public Works office to obtain information regarding the determination of this fee.
18. All Public Works related improvements shall conform to the latest Napa County Road and Street Standards and the latest Napa County AIASP.
19. Any necessary storm drainage improvements shall conform to the latest "Napa County Road and Street Standards".

#### **OTHER RECOMMENDATIONS:**

20. Prior to the issuance of applicable building or grading permits the applicant must obtain all appropriate regulatory permits from the Regional Water Quality Control Board, Army Corp. of Engineers and Fish & Game.
21. Prior to the issuance of any grading or building permit, or the signing of improvement plans, the permittee and County shall survey and document the condition of the nearest County roads before construction begins, and then reevaluate conditions at the end of construction. Prior to Occupancy of any buildings or commencement of any use, the permittee shall be responsible for repair of any pavement degraded due to its construction vehicles.

## CONSTRUCTION STORMWATER REQUIREMENTS

22. All earth disturbing activities shall include measures to prevent erosion, sediment, and waste materials from leaving the site and entering waterways both during and after construction in conformance with the Napa County Stormwater Ordinance. Best Management Practices shall also be implemented to minimize dust at all times.
23. The site plans indicate that the construction activity will result in disturbance of greater than one acre of total land area. Therefore, the permittee will be required to obtain coverage in accordance with Napa County's General Permit for Discharges of Storm Water Associated with Construction Activity issued by the Regional Water Quality Control Board (SRWQCB). To achieve this, the permittee shall file a Notice of Intent with the SRWQCB prior to any grading or construction activity. Construction activity subject to this permit includes but is not limited to clearing, grading and disturbances to the ground such as stockpiling, or excavation.
24. The SWPPP relating to the project improvement plans shall be submitted with the building permit application. The SWPPP should contain a site map(s) which shows the construction site perimeter, existing and proposed buildings, lots, roadways, storm water collection and discharge points, general topography both before and after construction, and drainage patterns across the project. The SWPPP must list Best Management Practices (BMPs) the discharger will use to protect storm water runoff and the placement of those BMPs. Additionally, the SWPPP must contain a visual monitoring program; a chemical monitoring program for "non-visible" pollutants to be implemented if there is a failure of BMPs; and a sediment monitoring plan if the site discharges directly to a water body listed on the 303(d) list for sediment. Section A of the Construction General Permit describes the elements that must be contained in a SWPPP. A plan check fee will apply.
25. All hazardous materials stored and used on-site during construction that could cause water pollution (e.g. motor oil, cleaning chemicals, paints, concrete, etc.) shall be stored and used in a manner that will not cause pollution, with secondary containment provided. Such storage areas shall be regularly cleaned to remove litter and debris. Any spills shall be promptly cleaned up and appropriate authorities notified.
26. All trash enclosures must be covered and protected from rain, roof, and surface drainage.
27. The property owner shall inform all individuals, who will take part in the construction process, of these requirements.

## POST-CONSTRUCTION RUNOFF MANAGEMENT REQUIREMENTS

28. Project must conform and incorporate all appropriate Site Design, Source Control and Treatment Control Best Management Practices as required by the Napa County manual for *Post-Construction Runoff Management Requirements* which is available at the Public Works office.

29. Post-development runoff volume shall not exceed pre-development runoff volume for the 2-year, 24-hour storm event. Post-development runoff volume shall be determined by the same method used to determine pre-development conditions. If post-development runoff volume exceeds pre-development runoff volume after the site design BMPs are incorporated into the project's overall design, a structural BMP (e.g. bio-retention unit) may be used to capture and infiltrate the excess volume.
30. Loading/unloading dock and processing areas must be covered or designed to preclude stormwater run-on and runoff. All direct connections to storm drains from depressed loading docks (truck wells) are prohibited.
31. Parking lots and other impervious areas shall be designed to drain through grassy swales, buffer strips, sand filters or other sediment control methods which will be approved by this Department. If any discharge of concentrated surface waters is proposed into any "Waters of the State," the permittee shall consult with and secure any necessary permits from the State Regional Water Quality Control Board prior to the issuance of applicable construction permits.
32. In design of retention facilities, the maximum percolation rate shall be two inches per hour.
33. For on-site common retention basins, the side slopes shall not exceed 3:1.
34. Provide concrete stamping, or equivalent, of all stormwater conveyance system inlets and catch basins within the project area with prohibitive language (e.g., "No Dumping – Drains to Napa River"). Signage shall identify the receiving water the drain discharges to and include a message in Spanish.
35. Trash storage areas shall be paved with an impervious surface, designed not to allow run-on from adjoining areas, and screened or walled to prevent off-site transport of trash. Trash storage areas must contain a roof or awning to minimize direct precipitation or contain attached lids on all trash containers that exclude rain.
36. Prior to final occupancy the property owner must legally record an *"implementation and maintenance agreement"* approved by the Public Works department to ensure all post-construction structures on the property remain functional and operational for the indefinite duration of the project.
37. Each year the entity responsible for maintenance is required to complete an annual report. The report shall be signed by the property owner and include copies of completed inspection and maintenance checklists to document that maintenance activities were conducted during the previous year. The annual report shall be retained for a period of at least five years and made available upon request by the County.

**Any changes in use may necessitate additional conditions for approval.**

If you have any questions regarding the above items please contact Jeannette Doss at 253-4351. For groundwater questions, please contact Anna Maria Martinez.





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**RECEIVED**

SEP 01 2010

NAPA CO. CONSERVATION  
DEVELOPMENT & PLANNING DEPT.

**Environmental Management**

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**Steven Lederer**  
Director

## MEMORANDUM

<b>To:</b> Napa County Planning Department Kirsty Shelton, Planner	<b>From:</b> Kim Withrow, Senior Environmental Health Specialist
<b>Date:</b> Revised – August 27, 2010 October 8, 2008	<b>Re:</b> Use Permit Application for Napa Executive Center Located at Lot 1 Gateway Road East Assessor Parcel #057-200-001 and 009 File # P08-00555

We have reviewed the above proposal including revised documents received August 5, 2010. This department recommends approval of the application providing the following are included as conditions of approval:

1. If any food or beverage facilities are included in the project, plan review and approval shall be obtained from the County Department of Environmental Management prior to issuance of any building permits. An annual food permit will also be required.
2. Pursuant to Chapter 6.5 & 6.95 of the California Health and Safety Code, businesses that generate hazardous waste and/or store hazardous materials above threshold amounts shall file a Hazardous Waste Generator Application and/or Hazardous Materials Business Plan with the Department of Environmental Management within 30 days of said activities. All businesses must submit the required Business Activities Form which can be obtained from the Department of Environmental Management
3. All waste water lines of the proposed development must be connected to the Napa Sanitation District.
4. All solid waste shall be stored and disposed of in a manner to prevent nuisances or health threats from insects, vectors and odors.
5. Adequate area must be provided for collection of recyclables. The applicant must work with the franchised garbage hauler for the service area in which they are located, in order to determine the area and the access needed for the collection site. The garbage and recycling enclosure must meet the enclosure requirements attached and be included on the building permit submittal.





6. During the construction, demolition, or renovation period of the project the applicant must use the franchised garbage hauler for the service area in which they are located for all wastes generated during project development, unless applicant transports their own waste. If the applicant transports their own waste, they must use the appropriate landfill or solid waste transfer station for the service area in which the project is located.
7. The proposed parcel(s) must be connected to the City of American Canyon water system.

cc: Doug Calhoun, Environmental Health Supervisor  
William A. Saks, William A. Saks & Company, 1010 Main St., St. Helena, CA 94574



# INTER-OFFICE MEMO

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TO: Kirsty Shelton  
Conservation, Development, and Planning Department

FROM: Brian Hampton, Fire Department

DATE: August 27, 2010

SUBJECT: Napa EX Center  
APN#057-200-001 and 009 P08-0555

**Site Address: Gateway Road East**

The Napa County Fire Marshal staff has reviewed the re-submittal of requested items to construct a 58,136 square foot three story office building. At this time we have no further comments for the project. However, the applicant shall comply with the letter of conditions from our office dated October 29, 2008.

If you have any questions please feel free to contact the Napa County Fire Marshal's Office at (707) 967-1423 to discuss any other fire protection issue you may have regarding the project.

Brian Hampton  
Fire Prevention Specialist II



# INTER-OFFICE MEMO



TO: Hillary Gitelman, Director  
Conservation, Development, and Planning Department

FROM: Alicia Amaro, Fire Department

DATE: October 29, 2008

SUBJECT: Napa Executive Center Use Permit Comments  
Apn: 057-200-001 & 009 P08-00555

**Site Address: Lot 1 Gateway Road East, Napa**

The Napa County Fire Marshal staff has reviewed the Use Permit application to construct a three story multi tenant building totaling 67,839 square feet with associated site improvements. We recommend that the following items shall be incorporated as project conditions or mitigation measures if the commission approves the project.

- 1. All construction and use of the facility shall comply with all applicable standards, regulations, codes and ordinances at time of building permit issuance.**
2. The minimum required fire flow for the protection of the proposed building is 5,500 gallons per minute at 20 pounds residual water pressure. This flow is based on the square footage of the building. Because this project will require automatic fire sprinklers a reduction in the required fire flow is allowed, bringing the fire flow to 2,750 gallons per minute at 20 pounds residual water pressure.
3. The building will be required to be protected with an automatic fire sprinkler system designed and maintained in accordance with the *National Fire Protection Standard #13 (Installation of Automatic Sprinkler Systems 2002 edition)*.
4. A fire pump may be required to meet the fire flow requirements. The fire pump shall be installed and maintained in accordance to the *National Fire Protection Standard #20 (Installation of Stationary Pumps for Fire Protection 2003 edition)*. Fire pumps are required to be listed and tested by an approved testing agency and are required to be either diesel driven or electric. Electric fire pumps also require a secondary power source.



5. The private fire service mains shall be installed and maintained in accordance with the *National Fire Protection Standard # 24 (Installation of Private Fire Service Mains and Their Appurtenances 2002 edition)*.
6. The location, number and type of fire hydrants connected to the water supply shall be in accordance with the *California Fire Code, 2007 edition*. Fire hydrants shall be placed within 250 feet of all exterior portions of the building.
7. All post indicator valves, control valves, waterflow devices shall be monitored by an approved remote station or central alarm monitoring company. Digital alarm communicator system panel shall be installed and maintained in accordance with the *National Fire Protection Standard #72 (Fire Alarm Code, 2002 edition)*.
8. Fire apparatus access roads shall be provided to within 150 feet of all portions of the structures. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet at the building site and an unobstructed vertical clearance of not less than 15 feet.
9. Access roads from the public and/or private right-of- ways to the project/ building site shall comply with Napa County Road and Street Standards and shall be reviewed by the Napa County Public Works Department.
10. The request for beneficial occupancy ***will not*** be considered until all fire and life safety issues have been installed, tested and finalized.
11. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with a surface so as to provide driving capabilities in all weather conditions. Said access shall be provided prior to any construction or storage of combustible materials on site.
12. The approved address numbers shall be placed on the building by the applicant in such a position as to be plainly visible and legible from the street or streets fronting the property and shall be placed as to be seen from all entrances. Proposed address shall be indicated on the elevation drawings contained within the building plan submittal. The address numbers shall be a minimum of 4" in height, contrasting in color with their background and shall be illuminated.
13. An approved project sign shall be placed at vehicle access points into the project during construction to assist emergency responders. The sign shall identify the project name and address. Such signs shall be clearly visible and legible from the street fronting the project.
14. The applicant shall properly identify all required fire lanes. Fire lanes shall be painted red with white letters to read "NO PARKING FIRE LANE CVC 22500.1,





stenciled every 30 feet on top of the curb or on signs.

15. Buildings with high piled storage exceeding 12 feet in height shall be equipped with smoke and heat vents and curtain boards in accordance with the *California Fire Code, Chapter 23, 2007 edition*.
16. Firefighter access doors in high piled storage occupancies shall be installed every 100 linear feet per the *California Fire Code, Chapter 23, 2007 edition*.
17. Currently serviced and tagged fire extinguishers with a minimum rating of 2A10BC shall be provided within 75 feet of travel distance from any portion of the facility and shall be mounted 3 1/2 to 5 feet to the top of the extinguisher.
18. All exit doors shall be operable without the use of a key or any special knowledge or effort.
19. Illuminated exit signs and emergency back up lighting shall be installed throughout the building per the *California Building Code, section 1004, 2007 edition*.
20. A Knox cabinet will be required to allow emergency vehicle access to the site. Because an alarm system is required the Knox box/cabinet will require "tamper monitoring".
21. The Knox Cabinet shall have one or all of the following items placed in the Knox cabinet, dependent on requirements of this facility:
  - a. A minimum of 2 master keys to the structure(s) for emergency access.
  - b. 2 scaled site plans of the facility, identifying all buildings, hydrants, fire department access around the facility, and location of all water, electric, and gas shut-off valves.
  - c. 2 scaled floor plans of all structures showing doors, offices, etc.
  - d. Napa County Hazardous Materials Business including all MSDS forms, etc.
  - e. **A digital file of the site and floor plans in a PDF format must be submitted at building final in addition to the hard copies listed above.**
22. A complete set of Building Plans shall be submitted to the Fire Department for review and approval for egress requirements.
23. Barricades shall be provided to protect any natural gas meter, fire hydrant, or other fire department control device, which may be subject to vehicular damage. Approved signs may be required to identify the location of fire protection devices.



24. 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 for independent peer review of alternate methods and materials proposals.
25. Plans detailing compliance with the fire and life safety conditions-of-approval shall be submitted to the Napa County Fire Marshal's Office for review and approval prior to building permit issuance and /or as described above.
26. "Fire Plan Review and Inspection" fees shall be paid to the Fire Department for all applicable plan review and inspection work at the established hourly rate as adopted by the Napa County Board of Supervisors by resolution.

Please feel free to contact the Napa County Fire Marshal's Office at (707) 967-1425 to discuss any fire protection issues you may have regarding your project.

Alicia Amaro  
Assistant Fire Marshal





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Dedicated to Preserving the Napa River for Generations to Come

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October 10, 2008

**Napa Sanitation District Conditions of Approval for Project #P08-00555 (APN 057-200-001)**

1. No floor drains will be allowed in the building except in the restroom areas.
2. The proposed project falls within the District's Reclaimed Water Benefit Zone. The project shall utilize reclaimed water for all landscape irrigation purposes. The owner/developer shall be responsible for installing the necessary onsite irrigation facilities per NSD's "Water Reuse Program" manual.
3. A plan showing the required sanitary sewer and reclaimed water improvements shall be prepared by a registered civil engineer conforming to NSD standards, and shall be submitted to the District for approval.
4. The proposed development will be subject to plan check, inspection, and connection fees per NSD Ordinance, based on the rates in effect at the time they are paid. The owner/developer should contact the District for information regarding fees.
5. Additional conditions may be imposed on the project depending on the ultimate use of the building.

08-00555

