



A Tradition of Stewardship
A Commitment to Service

Environmental Management

1195 Third Street, Suite 101
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Steven Lederer
Director

MEMORANDUM

To: Napa County Planning Department, Chris Cahill	From: Kim Withrow, Senior Environmental Health Specialist
Date: June 7, 2012	Re: Application for Major Modification Located at White Cottage Ranch Winery Assessor Parcel # P12-00162-MOD File # 018-120-033 & 024-111-009

We have reviewed the above proposal and recommend approval of the application with the City's standard conditions and mitigation measures providing the following are included as conditions of approval:

1. Complete plans and specifications for the food preparation, service area(s), storage area(s) and the employee restrooms must be submitted for review and approval by this Department prior to issuance of any building permits for said areas. An annual food permit will be required.
2. Within 30 (thirty) days of initiation of the use or change of tenants, an updated Hazardous Materials Business Plan or a Business Activities Page shall be submitted and approved by this Department.
3. A permit for subsurface drip system must be secured from this Department prior to approval of a building clearance (or issuance of a building permit) for any structure that generates wastewater to be disposed of by this system.
4. Prior to the approval of a building permit, an inspection of the existing sewage disposal system must be performed by a licensed sewage contractor and a report submitted to this Department for review and approval.
5. A permit for the expansion of the existing system must be secured from this Department prior to approval of a building clearance (or issuance of a building permit) for any structure that generates wastewater to be disposed of by this system.
6. The proposed parcel(s) must be connected to the Howell Mountain water system.

7. The use of the absorption field/drain field area shall be restricted to activities which will not contribute to compaction of the soil with consequent reduction in soil aeration. Activities which must be avoided in the area of the septic system include equipment storage, traffic, parking, pavement, livestock, and etc.
8. Plans for the proposed alternative sewage treatment system shall be designed by a licensed Civil Engineer or Registered Environmental Health Specialist and be accompanied by complete design criteria based upon local conditions. No building clearance (or issuance of a building permit) for any structure that generates wastewater to be disposed of by this system will be approved until such plans are approved by this Department.
9. An annual alternative sewage treatment system monitoring permit must be obtained for the alternative sewage treatment system /private sewage disposal system prior to issuance of a final on the project. The septic system monitoring, as required by this permit, must be fully complied with.
10. All solid waste shall be stored and disposed of in a manner to prevent nuisances or health threats from insects, vectors and odors.
11. 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.
12. Adequate area must be provided for collection of recyclables. The applicant must work with the franchised garbage hauler for the service area in which they are located, in order to determine the area and the access needed for the collection site. The garbage and recycling enclosure must meet the enclosure requirements provided during use permit process and be included on the building permit submittal.
13. All diatomaceous earth/bentonite must be disposed of in an approved manner. If the proposed septic system is an alternative sewage treatment system the plan submitted for review and approval must address bentonite disposal.

cc: Donna Oldford, 2620 Pinot Way, St. Helena, CA 94574



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Planning, Building & Environmental Services

1195 Third Street, Suite 210
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Hillary Gitelman
Director

MEMORANDUM

To: Chris Cahill, Planning Division	From: Jeannette Doss, Engineering and Conservation Division <i>JD</i>
Date: April 15, 2013	Re: White Cottage Ranch Winery Use Permit - Engineering CoA 555 College Avenue, Angwin, CA P12-00162 APN 018-120-033 and 024-111-009

The Engineering Division received a referral for comment on a modification to an existing use permit for White Cottage Ranch Winery, generally requesting the following:

To remodel the existing 20,000 gallons per year winery; construct a new tasting room facility with a commercial kitchen; expand the current marketing plan; re-align the existing driveway; construct a new parking lot; approve expanded sanitary wastewater system; recognize municipal portable water source purveyor; approve a landscape plan for 5.98 acre parcel; and merge the existing 62.35 acre winery parcel with the smaller adjoining 5.98 acre parcel.

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

EXISTING CONDITIONS:

1. Napa County parcels 018-120-033 and 024-111-009 are located at 555 College Avenue in Angwin at the intersection with White Cottage Road.
2. The existing parcels are approximately 62.35 acres and 5.98 acres respectively.
3. Parcel 018-120-033 is currently developed with a winery, and parcel 024-111-009 is developed with several residential and accessory buildings.

RECOMMENDED CONDITIONS:

PARKING:

1. Any parking proposed by the applicant or required by the Planning Commission as a condition of this permit must conform to the requirements of the latest edition of the Napa County Road and Street Standards.
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NEW PRIVATE ACCESS ROADS AND DRIVEWAYS:

2. All roadway construction associated with this application shall conform to the current Road and Street Standards of Napa County at the time of building permit submittal and accepted construction and inspection practices.
3. The applicant must obtain an encroachment permit from the Public Works Department for any work performed within the Napa County Right-of-Way.
4. Applicant has requested a modification to the Napa County Road and Street Standards for the access driveway. The requested modification proposes a localized narrowing to 14 ft at the driveway entrance for approximately 50 ft and an approximately 430 ft section of driveway reduced to 12 ft over the portion of driveway past the tasting room and leading up to the production building. The reduction in width will avoid disturbance on the steep slopes and within the existing County stream setback near the production building, and avoid disturbance within the blueline stream setback and preserve three mature trees along the driveway's entrance. Engineering will support the request with the conditions outlined in separate attached memo titled "White Cottage Ranch Winery – Road Modification Request" and dated April 15, 2013.

SITE IMPROVEMENTS:

5. All on site civil improvements proposed including but not limited to the excavation, fill, general grading, drainage, curb, gutter, surface drainage, storm drainage, parking, and drive isles, shall be constructed according to plans prepared by a registered civil engineer, which will be reviewed and approved by this office prior to the commencement of any on site land preparation or construction. Plans shall be submitted with the building and/or grading permit documents at the time of permit application. A plan check fee will apply.
6. Proposed drainage for the development shall be shown on the improvement plans and shall be accomplished to avoid the diversion or concentration of stormwater runoff onto adjacent properties. Plan shall also indicate the path and changes in runoff.
7. Grading and drainage improvements shall be constructed according to the latest "Napa County Road and Street Standards" and the California Building Code. Specifically, all cuts and fills slopes shall be setback to meet the latest CBC.

8. If excess material is generated that cannot be used onsite, the Owner shall furnish to the Napa County Planning, Building and Environmental Services Department evidence that the Owner has entered into agreements with the property owners of the site involved and has obtained the permits, licenses and clearances prior to commencing any off-hauling operations.

OTHER RECOMMENDATIONS:

9. Prior to the issuance of applicable building or grading permits the applicant must obtain all appropriate regulatory permits from the Regional Water Quality Control Board, Army Corp. of Engineers and Fish & Game.
10. Prior to the granting of occupancy (be it temporary or final) of any new building permits associated with this Use Permit (i.e. the proposed caves, new tasting facility, and changes to the production building) and/or prior to any increase in visitation or marketing, the driveway and parking improvements as outlined above shall be implemented.
11. The current existing driveway located within the blue line stream setback shall be abandoned as part of the construction of the newly aligned access driveway. Pavement shall be removed and area will be re-vegetated as part of the approved restoration and landscaping plan. Restoration shall be completed in accordance with Condition #10 above.

CONSTRUCTION STORMWATER REQUIREMENTS:

12. Any Project that requires a building or grading permit shall complete a Napa County Construction Site Runoff Control Requirements Appendix A - Project Applicability Checklist and shall submit this form to the Napa County Planning, Building and Environmental Services Department for review.
13. All earth disturbing activities shall include measures to prevent erosion, sediment, and waste materials from leaving the site and entering waterways both during and after construction in conformance with the Napa County Stormwater Ordinance 1240 and the latest adopted state regulations. Best Management Practices (BMPs) shall also be implemented to minimize dust at all times.
14. Any construction activity that equals or exceeds one acre of total disturbed area shall prepare a Stormwater Pollution Prevention Plan (SWPPP) in accordance with the regulations of California Regional Water Quality Control Board (SRWQCB) and shall file a Notice of Intent (NOI) prior to commencement of any construction activity. The completed SWPPP shall be submitted to the Napa County Planning, Building and Environmental Services Department for review.
15. 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.

16. All trash enclosures must be covered and protected from rain, roof, and surface drainage.
17. The property owner shall inform all individuals, who will take part in the construction process, of these requirements.

POST-CONSTRUCTION RUNOFF MANAGEMENT REQUIREMENTS:

18. Project must conform and incorporate all appropriate Site Design, Source Control and Treatment Control Best Management Practices as required by the Napa County manual for *Post-Construction Runoff Management Requirements* which is available at the Planning, Building and Environmental Services Department office.
19. 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.
20. 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.
21. 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.
22. In design of retention facilities, the maximum percolation rate shall be two inches per hour.
23. For on-site common retention basins, the side slopes shall not exceed 3:1.
24. 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.

25. 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.
26. 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.
27. 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 253-4417. For groundwater questions and/or traffic questions, please contact the Napa County Department of Public Works at (707) 253-4351 and ask for Anna Maria Martinez (groundwater) or Paul Wilkinson (traffic).



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Hillary Gitelman
Director

MEMORANDUM

To: Chris Cahill, Planning Division

From: Jeannette Doss, Engineering and Conservation Division *JD*

Date: April 15, 2013

Re: White Cottage Ranch Winery
Road Modification Request
555 College Ave, Angwin, CA
P12-00162
APN 018-120-033 and 024-111-009

Road Modification Request

The Engineering and Conservation Division received a request (The Request) for modification of County Road and Street Standards (RSS) for White Cottage Ranch Winery at 555 College Ave, dated March 11, 2013. The current existing driveway is paved from the connection with College Avenue to the proposed production building. The nature and reasons for the road modification request are as follows:

Exception Area #1: From STA 13+70 to STA 17+78 allow for an approximately 430 ft section of reduced road width to allow an overall 12 ft wide driveway when the RSS requirement is 20 ft for a Commercial Drive. This reduction in width is to accommodate the existing stream, stream setback, and the steep slopes on either side of the driveway. The existing driveway section is connected to a fully improved 20 ft wide driveway at one end and a parking lot with an emergency vehicle turnaround at the other end. The applicant's engineer has proposed that the four manzanitas at the approximate midpoint (STA 16+05) of this segment of driveway be removed and that the slope be smoothed out in this area to improve sight distance. In order to smooth the hillside the engineer proposes to remove approximately between 5 cu yds to 10 cu yds of material at approximately STA 16+05. As part of this proposal the applicant is proposing to install signage along the driveway that will prohibit the parking of vehicles in the narrow section, serve as a warning to other vehicles of the narrow road, provide direction for turnaround areas, and to identify the various winery structures for emergency responders and visitors alike. The signage plan will be submitted with the building plans.

Exception Area #2: From the connection of College Ave at approximately STA 0+00 to STA 0+50 allow for an approximately 50 ft section of reduced road width to allow an overall 14 ft wide driveway when the RSS requirement is 20 ft for a Commercial Drive. This reduction in

width is to accommodate the mature oak trees, avoid disturbance within the blueline stream setback, decrease grading operations within an archeologically sensitive area, and avoid the creation of an offset intersection at the connection with the existing 3-way stop of White Cottage Road, College Ave, and the project's current entrance. The applicant is proposing to fully improve the driveway beyond STA 0+50 to approximately STA 13+70 where the narrowing for Exception Area #1 begins.

Engineering and Conservation Division Evaluation and Recommendation:

The Engineering and Conservation Division staff has discussed The Request noted above with Cal Fire and the applicant. With respect to Section (3) of the RSS as adopted by Resolution No. 2011-95 by the Board of Supervisors on August 9, 2011, this division has determined the following:

- The request for modification has provided the necessary documentation as required by RSS Section 3(A). The request for modification is in connection with an active use permit modification for an existing winery, and has received the appropriate environmental review from the Planning Division, therefore the approving body shall be the Planning Commission.
- With respect to findings the steep slopes, mature trees, physical site limitations, and proximity to natural water courses are consistent with the definitions as described in RSS Section 3(D).
- The Engineering and Conservation Division and Cal Fire have discussed the improvements proposed in The Request and determined that their implementation would serve as an alternate method by which adherence to the RSS may be achieved and would provide the same overall practical effect as the RSS towards providing defensible space, preserving the natural environment and protecting the life, safety and welfare of the public.

The Engineering and Conservation Division and Cal Fire support the approval of the road modification as proposed in The Request with the following conditions that are in addition to any and all conditions previously placed on the project:

1. Applicant shall improve the existing driveway to the maximum road width achievable in the areas where the full width cannot be achieved.
2. Access road shall meet the road surfacing requirements as described in the RSS for the entire length of the roadway.
3. The property owner will implement a fire protection and access plan that shall be reviewed and approved by the Napa County Fire Marshal.
4. The applicant shall provide a signage plan for the proposed driveway including but not limited to: building identification and directional signs, caution drive slow road narrows, identification

of no parking zones, appropriate parking and delivery areas, and other areas as appropriate. Signage plan will need to illustrate the proposed sign locations, the direction of traffic flow, and type of sign. Any proposed signs will need to be clearly visible and include contrasting colors. Plans shall be submitted with the building and/or grading permit documents at the time of permit application.

5. Any/all future road design changes or changes in use of this roadway beyond the existing use shown on the above noted Request dated March 1, 2013 shall require re-evaluation of the roadway to comply with the requirements of adopted codes, standards and regulations and may require additional conditions.



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Steven E. Lederer
Director

GROUNDWATER MEMORANDUM

DATE: November 21, 2012

TO: Conservation Development and Planning Department

FROM: Annamaria Martinez, Assistant Engineer 
Phone: 707-259-8378
Email: annamaria.martinez@countyofnapa.org

SUBJECT: White Cottage Ranch Winery, APN# 018-120-033 & 024-111-009, P12-00162

The applicant requests a modification to an existing 20,000 gpy winery with the addition of a new tasting room structure and commercial kitchen, an expanded marketing plan, an approved sanitary wastewater system, the recognition of a municipal potable water source purveyor, the approval of a landscape plan, and the merging of the winery parcel (62.35 acres) with a small adjacent parcel (4.65 acres). The project parcel is located on White Cottage Ranch Road in Angwin.

COMMENTS:

1. The parcels are located in the "Hillside" region.
2. The winery has an approved production of 20,000 gpy.

RECOMMENDED CONDITIONS:

1. The applicant has submitted a will serve letter from the Howell Mountain Mutual Water Company, Inc. for all domestic water service. Wells will be used for all other uses.
2. We have reviewed the phase one, water availability analysis for the proposed project. As the Use Permit modification proposes to merge the winery parcel (62.35 acres) with a small adjacent parcel (4.65 acres), our review of the Phase One Analysis assumes a total acreage for the merged parcel of 67 acres.

The new 67 acre parcel is located in the hillside area with an extraction threshold of 0.5 AF/Acre, resulting in a total parcel threshold of 33.5 AF/Year. The estimated water demand for the parcel of 29.71 AF/Year is below established threshold for the property.

Based on the information provided, the projected groundwater usage for the parcel should not have a significant impact on static water levels of neighboring wells.

No further analysis is necessary.



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Napa County Fire Department
Fire Marshal's Office
1199 Big Tree Road
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Pete Muñoa
Fire Marshal

INTER-OFFICE MEMORANDUM

TO: Chris Cahill
Conservation, Development and Planning Department

FROM: Brian Hampton
Fire Department

DATE: May 29, 2012

P12-00162 APN# 018-120-033 & 024-111-009

Subject: White Cottage Ranch

SITE ADDRESS: 555 College Avenue

The Napa County Fire Marshal's Office has reviewed the Use Permit application to perform a remodel of the existing 20,000gpy winery and add a new tasting room structure with a commercial kitchen; expand winery marketing plan; approve expanded sanitary wastewater system; recognize municipal portable water source purveyor; merge existing 62.35 acre winery parcel with smaller 5.98 parcel; realignment of road. We would like to request the following comments be incorporated as project conditions if the Planning Commission approves the project.

- 1. All construction and use of the facility shall comply with all applicable standards, codes, regulations, and standards at the time of building permit issuance.**
2. All fire department access roads shall comply with Napa County Public Works Road and Street Standards. All access roads shall be a minimum of 18 feet wide with two feet of graded shoulder for a total width of 20 feet.
3. The numerical address of the facility shall be posted on the street side of the building visible from both directions and shall be a minimum of 4-inches in height on a contrasting background. Numbers shall be reflective and/or illuminated.
4. All buildings over 3,600 square feet shall be equipped with an automatic fire sprinkler system conforming to NFPA 13 2010 edition with water flow monitoring to a Central Receiving Station.

5. The required fire flow for this project is 200gpm for a two hour duration at 20 psi residual pressure for 60 minutes. A UL listed fire pump conforming to NFPA 20, 2010 edition may be required to meet or exceed the required fire flow for the project.
6. Provide 12,000 gallons of water dedicated for fire protection. Water storage for domestic use shall be in addition to the water storage required for fire protection.
7. Provide fire department access roads to within 150 feet of any exterior portion of the building. Fire department access roads shall be a minimum of 20 feet in width with a 14 foot clear vertical clearance.
8. Blue dot reflectors shall be installed 12-inches off centerline in front of all fire hydrants.
9. All fire hydrants shall be painted chrome/safety yellow.
10. Approved steamer fire hydrants shall be installed within 250 feet of any exterior portion of the building as measured along approved vehicular access roads. Private fire service mains shall be installed, tested and maintained per NFPA 24 2010 edition.
11. Currently serviced and tagged 2A10BC fire extinguishers shall be mounted 3 1/2' to 5 feet to the top of the extinguisher within 75 feet of travel distance from any portion of the facility.
12. All exit doors shall open without the use of a key or any special knowledge or effort.
13. Install illuminated exit signs throughout the buildings per the California Building Code 2010 edition.
14. Install emergency back-up lighting throughout the buildings per the California Building Code 2010 edition.
15. Fire department access roads shall be within 150 feet of any exterior portion of the facility.
16. Install laminated 11" x 17" site plans and building drawings in the existing KNOX CABINET. Two Master keys to all exterior doors shall be provided in the KNOX CABINET.
17. Beneficial occupancy will not be granted until all fire department issues have been inspected, tested and finalized.
18. Provide 100 feet of defensible space around all structures.
19. Provide 10 feet of defensible space for 10 feet on both sides of driveway entrances.
20. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus in all weather conditions.
21. Fire lanes shall be painted red with white 4 inch high white letters to read "NO PARKING FIRE LANE-CVC22500.1" stenciled on the tops of the curbs every 30 feet.

22. Barricades shall be provided to protect any natural gas meter, fire hydrants, or other fire department control devices, which may be subject to vehicular damage.
23. Technical assistance in the form of a Fire Protection Engineer or Consultant acceptable, and reporting directly to the Napa County Fire Marshal's Office. The Fire protection Engineer or Consultant shall be provided by the applicant at no charge to the County for the following circumstances:
 - a. Independent peer review of alternate methods proposals.
24. 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.
25. All post indicator valves and any other control valve for fire suppression systems shall be monitored off site by a Central Station or Remote receiving Station in accordance with NFPA 72 2010 edition.
26. A complete set of building drawings and civil drawings shall be submitted to the Napa County Fire Marshal's Office for plan review and approval prior to building permit issuance.
27. Provide an approved fire department turnaround within 50 feet of all structures.



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Pete Muñoa
Fire Marshal

INTER-OFFICE MEMORANDUM

TO: Chris Cahill
Conservation, Development and Planning Department

FROM: Brian Hampton
Fire Department

DATE: October 1, 2012

SUBJECT: P12-00162 APN# 018-120-003 & 024-111- 009

SITE ADDRESS: 555 College Avenue

The Napa County Fire Marshal's Office has reviewed the Use Permit application for responses to incomplete items. We would like to request the following comments be incorporated as project conditions if the Planning Commission approves the project.

1. This current application does not warrant any new fire protection conditions. Applicant shall comply with all items in letter dated May 29, 2012