



A Tradition of Stewardship  
A Commitment to Service

Planning, Building & Environmental Services

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

Hillary Gitelman  
Director

## MEMORANDUM

To: Charlene Gallina - Planning	From: Nate Galambos - Engineering <i>NAG</i>
Date: April 9, 2013	Re: Corquerel Winery UP Major Modification A.P.N. 017-160-058 P12-00260

The project proposes to construct a new 11,381 square foot winery building with a production of 60,000 gallons per year and includes hospitality functions and incidental retail and office uses. The project proposes 18 new parking spaces to serve the winery use.

### RECOMMENDED CONDITIONS:

#### GROUNDWATER

1. All conditions related to groundwater are outlined in the interoffice memorandum from Public Works dated November 20, 2012.

#### NEW DRIVEWAY/ACCESS ROAD:

2. Access driveway shall be a minimum of 20-feet (18-feet of paved driveway with 2-feet of shoulder) and shall meet the latest edition of the 'Napa County Road and Street Standards' (NCRSS) for a 'Common Drive Without Parallel parking Lanes, Low Density'.
3. All access roads must be a paved surface meeting the minimum pavement section as defined in Section 20 of the NCRSS and structural sections of all drive isles 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.
4. The driveway connection to the publicly maintained road shall meet the design specifications as depicted in detail P-2 of the NCRSS for Driveway Connection to Arterial Roads in Rural Areas. The applicant shall obtain all necessary encroachment permits from Caltrans to construct the driveway

approach. The applicant shall work with the Napa County Engineering Division to modify make modifications to detail P-2 of the NCRSS if necessitated by roadway design requirements from Caltrans.

#### PARKING:

5. Any parking proposed by the Developer 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 five inches of Class II Aggregate. (NCRSS, Page 36, Section 20).
6. Parking lot details shall conform to the requirements of the latest edition of the NCRSS.
7. Project proposes 18 new parking stalls. No visitation or marketing events shall exceed this available parking without prior approval of a parking and traffic management plan.

#### SITE IMPROVEMENTS:

8. 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 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 permit documents at the time of building permit application. A plan check fee will apply.
9. Proposed drainage for the development shall be shown on the improvement plans and shall avoid the diversion or concentration of stormwater runoff onto adjacent properties. Plan shall also include a hydraulic analysis for the drainage improvements indicating the path and changes of runoff.
10. Any grading, drainage and parking improvements approved by this Use Permit modification shall be constructed according to the latest NCRSS and the California Building Code and shall be reviewed and approved by this office prior to construction.
11. If excess material is generated that cannot be used onsite, the Owner shall furnish to the Engineering Division evidence that the Owner has entered into agreements with the property owners of the site involved and has obtained the appropriate permits, licenses and clearances prior to commencing off-hauling operation.

#### POST-CONSTRUCTION RUNOFF MANAGEMENT REQUIREMENTS:

12. Project must conform and incorporate all appropriate site design Best Management Practices as required by the Napa County manual for *Post-Construction Runoff Management Requirements* which is available at the PBES office.
13. The application shall incorporate Site Design, Source Control and Treatment control Best Management Practices to comply with County and State water quality standards.

14. 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.
15. 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.
16. 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.
17. 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.
18. Post-development runoff volume shall not exceed pre-development runoff volume per the requirements set forth in the *Post-Construction Runoff Management Requirements*. 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.
19. In design of retention facilities the maximum percolation rate shall shall not exceed two inches per hour. The side slopes for retention basins shall not exceed 3H:1V ratio.
20. The development shall be graded to permit storm flow in excess of retention capacity to flow out of the development through a designated overflow and into the historic drainage relief routes.
21. Prior to final occupancy the property owner must legally sign and record an "AGREEMENT FOR MAINTENANCE OF POST-CONSTRUCTION STORM WATER RUNOFF BEST MANAGEMENT PRACTICES" approved by Napa County to ensure all post-construction structures on the property remain functional and operational for the indefinite duration of the project.
22. Each year the entity responsible for maintenance is required to complete an annual report that includes 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.

#### CONSTRUCTION STORMWATER MANAGEMENT REQUIREMENTS:

23. 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.

24. Any construction activity that will result in disturbance of greater than one acre of total land area shall require the permittee to file a Notice of Intent (NOI) with the State Regional Water Quality Control Board (SRWQCB) and prepare a Storm Water Pollution Prevention Plan (SWPPP) in accordance with Napa County's General Permit for Discharges of Storm Water Associated with Construction Activity and the latest version of the Construction General Permit issued by 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. 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. Prior to issuance of a construction permit (building or grading), the applicant must provide to the Engineering division a copy of the NOI that is filed with the SRWQCB and the associated WDID issued by the SRWQCB.
25. Any construction activity that will result in disturbance of greater than 10,000 sq ft of total land area but less than one acre of total land area will require the permittee to prepare and maintain a Stormwater Quality Management Plan (SQMP) to be submitted with the building permit application. A plan check fee will apply.
26. 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.
27. All construction trash enclosures must be covered and protected from rain, roof, and surface drainage.
28. The property owner shall inform all individuals, who will take part in the construction process, of these requirements.

Any changes in use may necessitate additional conditions for approval.

If you have any questions regarding the above items please contact Nate Galambos at 253-4417. For groundwater questions, please contact Anna Maria Martinez at 259-8600.



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1195 Third Street, Suite 210  
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Hillary Gitelman  
Director

## MEMORANDUM

To: Charlene Gallina, Supervising Planner	From: Kim Withrow, Senior Environmental Health Specialist
Date: April 4, 2013	Re: Coquerel Family Winery, 3180 Highway 128, Calistoga AP #017-160-058 P12-00260

The application requesting approval to modify approved use permit 02616-UP has been reviewed. This Division has no objection to approval of the application with the following 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 Division prior to issuance of any building permits for said areas. An annual food permit will be required.
2. The water supply and related components must comply with the California Safe Drinking Water Act and Related Laws. This will require plan review and approval prior to approval of building permits. Prior to occupancy, the owner must apply for and obtain an annual operating permit for the water system from this Division. The technical report must be completed by a licensed engineer with experience in designing water systems. The applicant must comply with all required monitoring and reporting.
3. Prior to drilling a well, a permit must be obtained from this Division by a licensed well drilling contractor.
4. Pursuant to Chapter 6.95 of the California Health and Safety Code, businesses that store hazardous materials above threshold planning quantities (55 gallons liquid, 200 cubic feet compressed gas, or 500 pounds of solids) shall obtain a permit and file an approved Hazardous Materials Business Plan with this Division within 30 days of said activities. If the business does not store hazardous materials above threshold planning quantities, the applicant shall submit the Business Activities Page indicating such.

5. A permit for the proposed sanitary waste subsurface drip system must be secured from this Division 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. Permits for the proposed process waste surface drip system must be secured from this Division prior to approval of Phase I and Phase II building clearances (or issuance of a building permit) for any structure that generates wastewater to be disposed of by this system.
7. Plans for the proposed alternative sewage treatment systems 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 Division.
8. The use of the absorption field/drain field areas 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, etc.
9. The applicant shall maintain regular monitoring of the above ground waste water treatment system as required by this Division which includes submitting quarterly monitoring reports. An annual operating permit is required for the waste water system.
10. An annual alternative sewage treatment system monitoring permit must be obtained for the sanitary subsurface drip system prior to issuance of a final on the project. The septic system monitoring, as required by this permit, must be fully complied with.
11. File a Notice of Intent (NOI) and complete a Storm Water Pollution Prevention Plan with the State of California Water Resources Control Board's (SWRCB) Industrial Permitting program, if applicable, within 30 days of receiving a temporary or final certificate of occupancy. Additional information, including a list of regulated SIC codes, may be found at: [http://www.swrcb.ca.gov/water\\_issues/programs/stormwater/industrial.shtml](http://www.swrcb.ca.gov/water_issues/programs/stormwater/industrial.shtml)  
  
File for a storm water permit from the Department of Environmental Management, if applicable, within 30 days of receiving a temporary or final certificate of occupancy. Certain facilities may be exempt from storm water permitting. A verification inspection will be conducted to determine if exemption applies.
12. All solid waste shall be stored and disposed of in a manner to prevent nuisances or health threats from insects, vectors and odors.
13. 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.

14. 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.
15. 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.



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**Department of Public Works**

1195 Third Street, Suite 101  
Napa, CA 94559-3092

Main: (707) 253-4351  
Fax: (707) 253-4627

**Steven Lederer**  
Director

## MEMORANDUM

To:	Gallina, Charlene Planning, Building and Environmental Services	From:	Paul Wilkinson, Associate Engineer Public Works
Date:	May 3, 2013	Re:	P12-00260 APN # 017-160-058-000 Coquerel Family Wine Estates

I have reviewed the Traffic Report submitted to describe the potential impacts to traffic in the vicinity of the proposed Coquerel Family Wine Estates. The report is complete and addresses the impacts to the highway at the driveway intersection as well as the impacts at nearby roadway intersections.

Impacts are minimal and in accordance with the Napa County Roads and Streets Standards, no left turn pocket will be required by the County for this project.

The road that provides access to the proposed driveway is a California State Highway and therefore, Caltrans may have additional requirements regarding the point of connection.





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## Conservation Development and Planning

1195 Third Street, Suite 210  
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Main: (707) 253-4417  
Fax: (707) 253-4336

Hillary Gitelman  
Director

### Building Inspection Division Planning Review Comments

Date: January 17, 2013

Planning Use Permit #: P12-00261

APN: 017-160-058

Owner: Coquerel Family Wine Estates

Description of Use Permit: This use permit is for a variance to modify an existing use permit (P12-00260) to create a new winery

Comments: The Building Division is not reviewing this project for compliance with the California Building Standards at this time; the Division is reviewing the proposed Planning entitlements only. The Building Division has no issues or concerns with the approval of the Use Permit; it is a Planning entitlement only and does not in itself authorize any construction or change in occupancy.

**The plans provided for Use Permit application #P12-00261 does not provide enough information in sufficient clarity and detail to determine all code requirements. A complete and thorough plan review will be performed at the time an application is made for the required building construction permits.**

1. This facility will be required to comply with the California Code of Regulations, Title 24, and local ordinances that are adopted at the time of building permit application. At the time of this letter the current editions adopted are the 2010 Building, Plumbing, Mechanical, Electrical, Energy, Residential and the Green Building Standards Code.
2. The existing 7,440 square foot barn that will be demolished will require a separate demolition permit prior to commencing with demolition activities.

Issues of compliance with the California Building Standards Codes, Title 24, will be addressed during the building permit application, review and approval process. If the applicant has any question please do not hesitate contact me at (707) 253-4417.

**All plans and documents for commercial projects are required by California Law to be prepared and coordinated under the direction of a California Licensed Architect (Business and Professions Code, Chapter 3, Division 3 and California Building Code Chapter 1).**

Darrell Mayes, CBO  
Chief Building Official  
County of Napa  
Planning, Building and Environmental Services Department  
1195 Third Street, Suite 210  
Napa, CA 94559  
Phone: (707) 253-4417  
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**Department of Public Works**

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**Steven E. Lederer**  
Director

## GROUNDWATER MEMORANDUM

**DATE:** November 20, 2012

**TO:** Planning, Building and Environmental Services

**FROM:** Annamaria Martinez, Assistant Engineer *AM*  
Phone: 707-259-8378  
Email: [annamaria.martinez@countyofnapa.org](mailto:annamaria.martinez@countyofnapa.org)

**SUBJECT:** Coquerel Winery, APN# 017-160-058, P12-00261

The applicant requests a Use Permit major modification for a prior use permit that was "deemed used" but not built. The applicant requests a new 5,000 sqft winery building, 25 visitors per day and a marketing plan. No change to the approved 60,000 gpy production is requested. The project parcel is located on State Highway 128 in Calistoga.

### COMMENTS:

1. The parcels are located in the "Valley Floor" region.
2. The existing water use for the parcel is estimated to be 6.35 acre-feet per year.

### RECOMMENDED CONDITIONS:

1. We have reviewed the phase one, water availability analysis for the proposed project. The 19.73-acre parcel is located in the valley floor area with an extraction threshold of 1.0 AF/Acre, resulting in a total parcel threshold of 19.73 AF/Year. The estimated water demand for the parcel of 9.0 AF/Year is below established threshold for the property.

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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  
St. Helena, CA 94574

Office: (707) 967-1419  
Fax: (707) 967-1474

Pete Muñioa  
Fire Marshal

## INTER-OFFICE MEMORANDUM

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TO: Charlene Gallina  
Conservation, Development and Planning Department

FROM: Brian Hampton  
Fire Department

DATE: August 13, 2012

Subject: Coquerel Family Winery

P12-00260 APN# 017-160-058

**SITE ADDRESS: 3180 State Highway 128**

The Napa County Fire Marshal's Office has reviewed the Use Permit application to construction of a 5,000 square foot winery; 25 visitors a day; a marketing program; production of 60,000 gallons per year; variance from winery road setbacks. We would like to recommend 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.
3. The numerical address of the facility shall be posted on the street side of the buildings 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 200 gpm for a 60 minute duration at 20 psi residual pressure. 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 6,000gallons of water dedicated for fire protection. Water storage for fire sprinkler systems shall be in addition to the water storage requirement for your fire flows and domestic use.
7. Provide fire department access roads to within 150 feet of any exterior portion of the buildings. Fire department access roads shall be a minimum of 20 feet in width with a 14 foot clear vertical clearance.
8. All driveways and roads shall comply with the Napa County Public Works Road and Street Standards.
9. Blue dot reflectors shall be installed 12-inches off centerline in front of all fire hydrants.
10. All fire hydrants shall be painted chrome/safety yellow.
11. 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.
12. Currently serviced and tagged 2A10BC fire extinguishers shall be mounted 31/2' to 5 feet to the top of the extinguisher within 75 feet of travel distance from any portion of the facility.
13. All exit doors shall open without the use of a key or any special knowledge or effort.
14. Install illuminated exit signs throughout the buildings per the California Building Code 2010 edition.
15. Install emergency back-up lighting throughout the buildings per the California Building Code 2010 edition.
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. A PDF file shall be sent to the Napa County fire Marshal's Office.
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.

# **CALISTOGA FIRE DEPARTMENT**

## **MEMORANDUM**

TO: Ken MacNab

FROM: Steve Campbell / Fire Chief

SUBJECT: County Referral for 3180 Hwy 128.

DATE: 8/13/2012

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Thank you for this opportunity to comment on the proposed Coquerel family Winery, located at 3180 Hwy 128 in Calistoga area.

Although this project is located in the County, Calistoga Fire Department through contractual agreements with the County provides Emergency Fire Services to this area.

Calistoga Fire department is not the enforcing agency, however, would like to make sure that the provision in the 2010 California Fire Code, Chapter 5 and Appendix D Are applied without any exceptions.

**DEPARTMENT OF TRANSPORTATION**

111 GRAND AVENUE  
P. O. BOX 23660  
OAKLAND, CA 94623-0660  
PHONE (510) 286-6053  
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TTY 711



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SEP 11 2012

NAPA CO. CONSERVATION  
DEVELOPMENT & PLANNING DEPT.

September 6, 2012

NAP128149  
NAP-128-2.4

Ms. Charlene Gallina  
Conservation Development and Planning  
County of Napa  
1195 Third Street, Suite 210  
Napa, CA 94559

Dear Ms. Gallina:

**Coquerel Family Winery – Use Permit Major Modification and Variance Application**

Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the Coquerel Family Winery project. The following comments are based on the Use Permit Application. As the lead agency, the County of Napa is responsible for all project mitigation, including any needed improvements to state highways. The project's fair share contribution, financing, scheduling, implementation responsibilities and lead agency monitoring should be fully discussed for all proposed mitigation measures. Required roadway improvements should be completed prior to issuance of the Certificate of Occupancy. Since an encroachment permit is required for work in the state right of way (ROW), and Caltrans will not issue a permit until our concerns are adequately addressed, we strongly recommend that the County work with both the applicant and the Caltrans to ensure that our concerns are resolved during the environmental process, and in any case prior to submittal of an encroachment permit application. Further comments will be provided during the encroachment permit process; see the end of this letter for more information regarding encroachment permits.

**Cultural Resources**

Caltrans requires that a project environmental document include documentation of a current archaeological record search from the Northwest Information Center of the California Historical Resources Information System if construction activities are proposed within state right of way. Current record searches must be no more than five years old. Caltrans requires the records search, and if warranted, a cultural resource study by a qualified, professional archaeologist, and evidence of Native American consultation to ensure compliance with CEQA, Section 5024.5 and 5097 of the California Public Resources Code, and Volume 2 of Caltrans' Standard Environmental Reference (<http://ser.dot.ca.gov>). These requirements, including applicable mitigation, must be fulfilled before an encroachment permit can be issued for project-related work in state ROW; these requirements also apply to National Environmental Policy Act (NEPA) documents when there is a

federal action on a project. Work subject to these requirements includes, but is not limited to: lane widening, channelization, auxiliary lanes, and/or modification of existing features such as slopes, drainage features, curbs, sidewalks and driveways within or adjacent to state ROW.

### **Traffic Impact Study**

We encourage the County to coordinate preparation of the Traffic Impact Study (TIS) with our office, and we would appreciate the opportunity to review the scope of work. Please include the information detailed below in the TIS to ensure that project-related impacts to state roadway facilities are thoroughly assessed. The Caltrans "*Guide for the Preparation of Traffic Impact Studies*" should be reviewed prior to initiating any traffic analysis for the project; it is available at the following website: [http://www.dot.ca.gov/hq/tpp/offices/ocp/igr\\_ceqa\\_files/tisguide.pdf](http://www.dot.ca.gov/hq/tpp/offices/ocp/igr_ceqa_files/tisguide.pdf)

The TIS should include:

1. Vicinity map, regional location map, and a site plan clearly showing project access in relation to nearby state roadways. Ingress and egress for all project components should be clearly identified. The state ROW should be clearly identified.
2. The maps should also include project driveways, local roads and intersections, parking, and transit facilities.
3. Project-related trip generation, distribution, and assignment. The assumptions and methodologies used to develop this information should be detailed in the study, and should be supported with appropriate documentation.
4. Average Daily Traffic, AM and PM peak hour volumes and levels of service (LOS) on all significantly affected roadways, including crossroads and controlled intersections for existing, existing plus project, cumulative and cumulative plus project scenarios. Calculation of cumulative traffic volumes should consider all traffic-generating developments, both existing and future, that would affect study area roadways and intersections. The analysis should clearly identify the project's contribution to area traffic and degradation to existing and cumulative LOS. Lastly, the Caltrans LOS threshold, which is the transition between LOS C and D, and is explained in detail in the "*Guide for the Preparation of Traffic Impact Studies*", should be applied to all state facilities. Please note, Caltrans considers LOS by itself as an inadequate measure of effectiveness (MOE) for describing traffic operational conditions since it may actually mask a deficient condition on one or more approaches. As for intersection analysis the accepted MOEs used by Caltrans include flow (output), average control delay, queue (length or number of vehicles), and Volume/Capacity (V/C) ratio. For freeway and ramp operations, flow (output), speed, and travel time/delay are the accepted MOEs in addition to LOS.
5. Schematic illustration of traffic conditions including the project site and study area roadways, trip distribution percentages and volumes as well as intersection geometrics, i.e., lane configurations, for the scenarios described above.
6. Special attention should be given to the following trip-reducing measures:
  - Reserved parking for car share vehicles,
  - Bicycle storage facilities, and



- Encouraging bicycle- and pedestrian-friendly design.

If the proposed project will not generate the amount of trips needed to meet the Department's trip generation thresholds, an explanation of how this conclusion was reached must be provided.

**Encroachment Permit**

Please be advised that any work or traffic control that encroaches onto the state ROW requires an encroachment permit that is issued by Caltrans. To apply, a completed encroachment permit application, environmental documentation, and five (5) sets of plans clearly indicating the state ROW must be submitted to: Office of Permits, California Department of Transportation, District 4, P.O. Box 23660, Oakland, CA 94623-0660. Traffic-related mitigation measures should be incorporated into the construction plans during the encroachment permit process. See the website link below for more information.

<http://www.dot.ca.gov/hq/traffops/developserv/permits/>

Please provide one hard copy and one CD of the environmental document, along with the TIS including Technical Appendices, and a complete plan set as soon as they are available.

Please feel free to call or email Sandra Finegan of my staff at (510) 622-1644 or [sandra\\_finegan@dot.ca.gov](mailto:sandra_finegan@dot.ca.gov) with any questions regarding this letter.

Sincerely,



ERIK ALM, AICP  
District Branch Chief  
Local Development – Intergovernmental Review