



Planning Commission Mtg.

JUN 4 2014

Agenda Item # 9A

May 29, 2014

Sean Trippi, Principle Planner
County of Napa
Planning Building & Environmental Services Department
County Administration Building
1195 Third Street, Suite 201
Napa, CA 94559

Submitted electronically to: Sean.Trippi@countyofnapa.org

RE: PL13-00212 - Springhill Suites Expansion
Expansion of Water Service

Mr. Trippi,

As a follow up to the City of American Canyon's request that the Napa County Planning Commission continue its consideration of the above referenced matter from its May 9 meeting, I am pleased to report that City staff met with the Applicant's representative, William Maston, on May 19, and we have resolved our concerns about providing an expansion of water service to subject property.

In short, the City will be undertaking a capital project to replace an existing 14-in water main near the subject property. This 500-ft section of pipe leaks badly; our calculations indicate approximately 20 acre-feet or more is lost each year. We are hoping to hire a contractor soon and make those repairs before the end of the year. Our experience with other similar efforts indicates this project will cost approximately \$100,000.

The additional annual water demand from the hotel expansion project will be approximately 5 acre-feet (beyond what is already consumed by the current hotel uses). The existing hotel already incorporates many best management practices for water conservation, including the use of low-flow toilets and recycled water for landscaping. The expansion project will incorporate many of these same features and City staff believes the estimate of additional demand is reasonably accurate. In accordance with City's Zero Water Footprint (ZWF) Policy ¹, this new demand must be offset by reductions in existing system demands elsewhere or the provision of new supplies.

To that end, the Applicant has agreed to contribute \$25,000 within the next 60 days towards the aforementioned City water main replacement project. While the subject Project will not have a Zero Water Footprint per se (as defined by the ZWF Policy), it will have no impacts on the supplies or rates of our existing customers. This finding can be made because the water

¹ City Administrative Policy 2011-03 regarding the implementation of the "2007 Zero Water Footprint Policy"



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saved by replacing the leaky pipe is essentially new "found" water that was "lost" previously (i.e. not available for consumption). The result is substantially akin to the provision of new supplies.

At this point, the City is satisfied with the agreement in principle that has been reached to date with the Applicant and we request the County include as a Condition of Approval the following language in its final resolution approving the project:

"Prior to the issuance of the first building permit, the Applicant shall obtain a Will-Serve Letter from the City of American Canyon. Such a Letter shall include a condition that requires the Applicant to offset its water demand of 5 acre-feet per year by reducing existing system demands elsewhere or providing new supplies of this same amount and it may include provisions such that the payment of monies by the Applicant to the City for a portion (or entirety) of any particular capital improvement project that results in a reduction of existing system demands or provision of new supplies in that same amount can be made in lieu of the Applicant undertaking a similar project on their own."

Thank you for your cooperation in this matter. Please give me a call with any questions.

Regards,



Jason B. Holley, P.E.
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JUN 04 2014

Agenda Item #

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EXHIBIT B – CONDITIONS OF APPROVAL**NAPA COUNTY PLANNING, BUILDING & ENVIRONMENTAL SERVICES DEPARTMENT
PLANNING COMMISSION****PLANNING COMMISSION HEARING – MAY 7, 2014
GATEWAY COMMERCIAL CENTER – SPRINGHILL SUITES EXPANSION
USE PERMIT MODIFICATION (P13-00212)
101 GATEWAY ROAD EAST, APN's: #057-200- (015 – 019) & (023 – 026)****1. SCOPE:**

- A. Use Permit Modification to revise the previously approved master site development plan as follows:
1. construct a 38,112 sq. ft. addition to the Springhill Suites hotel to accommodate 60 new guest rooms with a 1,942 sq. ft. enclosed breezeway connecting the second and third floors of the existing hotel to the new rooms;
 2. construct a 760 sq. ft. addition to the hotel's conference room;
 3. construct a 673 sq. ft. addition to the hotel's breakfast room;
 4. construct twelve new solar panel/carport structures over approximately 123 existing parking spaces in the proximity of the hotel;
 5. increase the amount of approved floor area for restaurant uses from 10,348 sq. ft. to 10,700 sq. ft.;
 6. reduce the amount of approved floor area for retail uses from 55,897 sq. ft. to 29, 523 sq. ft.;
 7. reduce the amount of approved floor area for office uses from 41,482 sq. ft. to 25,643 sq. ft.
 8. provide a total of 396 parking spaces; and,
 9. landscape improvements and signage.

Subsequent lot line adjustments will be required to accommodate the revised site plan layout. The approval also includes a variation to Napa Valley Business Park Specific Plan development standards to allow reduced setbacks from interior lot lines, in accordance with Building Code requirements, to facilitate the revised building footprints/site plan layout and a parking reduction based on a shared parking arrangement consistent with previous approvals.

The facility shall be designed in substantial conformance with the submitted site plan, elevation drawings, and other submittal materials and shall comply with all requirements of the Napa County Code. It is the responsibility of the applicant to communicate the requirements of these conditions and mitigations (if any) to all designers, contractors, employees, and guests to ensure compliance is achieved. Any expansion or changes in use shall be approved in accordance with Section 18.124.130 of the Napa County Code and may be subject to the Use Permit modification process.

2. PROJECT SPECIFIC CONDITIONS:

Should any of the Project Specific Conditions below conflict with any of the other, standard conditions included in this document, the Project Specific Conditions shall supersede and control.

- A. Prior to the issuance of building permits the applicant shall submit a lot line adjustment application.
- B. During all construction activities the permittee shall comply with the Bay Area Air Quality Management District Basic Construction Mitigation Measures as provided in Table 8-1, May 2011 Updated CEQA Guidelines as follows:

1. All exposed surfaces (e.g. parking areas, staging areas, soil piles, grading areas, and unpaved access (road) shall be watered two times per day.
2. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
3. All visible mud or dirt tracked out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
4. All vehicle speeds on unpaved roads shall be limited to 15 mph.
5. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.
6. 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]). Clear signage shall be provided for construction workers at all access points.
7. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator.
8. Post a publicly visible sign with the telephone number and person to contact at the lead agency regarding dust complaints. This 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.

(Source: Bay Area Air Quality Management District CEQA Guidelines Updated May 2011 Table 8-1 Basic Construction Mitigation Measures)

3. COMPLIANCE WITH OTHER DEPARTMENTS AND AGENCIES:

Project conditions of approval include all of the following County, Division, Departments and Agency requirements. The permittee shall comply with all applicable building codes, zoning standards, and requirements of County Divisions, Departments and Agencies at the time of submittal and may be subject to change. Without limiting the force of those other requirements which may be applicable, the following are incorporated by reference as enumerated herein:

- A. Engineering Services Division as stated in their Memorandum dated August 6, 2013.
- B. Environmental Health Division as stated in their Memorandum dated March 21, 2014.
- C. Fire Department as stated in their Memorandum dated July 18, 2013..
- D. Napa Sanitation District as stated in their will-serve letter dated November 19, 2013, and comment letter dated November 25, 2013.
- E. City of American Canyon as stated in their letter dated May 29, 2014.

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

5. SIGNS

Prior to installation of any signage, detailed plans for monument (ground mounted), directional and building mounted signage shall be submitted to the Planning, Building and Environmental Services Department for administrative review and approval. Administrative review and approval is not required if signage to be installed is consistent with the previously signage plans submitted, reviewed and approved as part of this use permit approval. Building or ground mounted signs may be externally illuminated only. All lighting for wall or ground

mounted signs shall be shielded or placed such that it does not shine directly on any adjoining properties, impact aircraft overflight, or impact vehicles on adjacent streets.

6. LIGHTING

All exterior lighting, including landscape lighting, shall be shielded and directed downward, shall be located as low to the ground as possible, shall be the minimum necessary for security, safety, or operations, and shall incorporate the use of motion detection sensors to the greatest extent practical. All lighting shall be shielded or placed such that it does not shine directly on any adjoining properties, impact aircraft overflight, or impact vehicles on adjacent streets. No flood-lighting or sodium lighting of the building is permitted, including architectural highlighting and spotting. Low-level lighting shall be utilized in parking areas as opposed to elevated high-intensity light standards. Prior to issuance of any building permit pursuant to this approval, two copies of a detailed lighting plan showing the location and specifications for all lighting fixtures to be installed on the property shall be submitted for Planning Division review and approval. All lighting shall comply with the California Building Code.

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7. LANDSCAPING

As applicable, two (2) copies of a detailed final landscaping and irrigation plan, including parking details, shall be submitted with the Building Permit application package for the Planning Division's review and approval prior to the issuance of any building permit associated with this approval. The plan shall be prepared pursuant to the County's Water Efficient Landscape Ordinance (WELO), as applicable, and shall indicate the names and locations of all plant materials to be used along with their method of maintenance.

Plant materials shall be purchased locally when practical. The Agricultural Commissioner's office (707-253-4357) shall be notified of all impending deliveries of live plants with points of origin outside of Napa County.

No trees greater than 6" DBH shall be removed, except for those identified on the submitted site plan. Trees to be retained shall be protected during construction by fencing securely installed at the outer most dripline of the tree or trees. Such fencing shall be maintained throughout the duration of the work undertaken in connection with the development/construction. In no case shall construction material, debris or vehicles be stored in the fenced tree protection area.

Evergreen screening shall be installed between the industrial portions of the operation (e.g. tanks, crushing area, parking area, etc.) and off-site residence that can view these areas.

Landscaping shall be completed prior to final occupancy, and shall be permanently maintained in accordance with the landscaping plan.

8. OUTDOOR STORAGE/SCREENING/UTILITIES

All outdoor storage of equipment shall be screened from the view of adjacent properties by a visual barrier consisting of fencing or dense landscaping. No item in storage is to exceed the height of the screening. Water and fuel tanks, and similar structures, shall be screened to the extent practical so as to not be visible from public roads and adjacent parcels.

New utility lines required for this project that are visible from any designated scenic transportation route (see Community Character Element of the General Plan and Chapter

18.106 of the Napa County Code) shall be placed underground or in an equivalent manner be made virtually invisible from the subject roadway.

9. MECHANICAL EQUIPMENT

- A. Roof mounted equipment shall be screened by a parapet wall of equal or greater height than the highest piece of roof mounted equipment or vent. Equipment may be screened by a separate roof screen that is architecturally integrated with the building, and when screening by a parapet wall is not feasible or is architecturally undesirable. When separate roof screens are used, roof equipment should be organized into major groups screening a smaller number of units rather than multiple areas. The Planning, Building and Environmental Services Department Director may approve exceptions for solar equipment. All screening is subject to review and approval by the Director. Any skylights will be subject to review and approval by the Director prior to the issuance of building permits.

The term "equipment" includes roof mounted equipment or vents, electrical equipment, gas meter, communication antennas, irrigation valves, storage tanks, or other mechanical equipment. The manner of screening shall be as follows: Communications equipment, including microwave equipment, may remain unscreened if visually integrated with the building design through color, location, and construction; all building mounted equipment, including but not limited to louvers, pipes, overhead doors or service doors, access ladders, downspouts, conduit, and electrical/service boxes, shall be painted consistent with the color scheme of the building.

- B. Ground mounted equipment shall be screened by walls or landscaping to the satisfaction of the Planning, Building and Environmental Services Director.

10. COLORS

The colors used for the roof, exterior walls and built landscaping features shall be limited to earth tones that will blend the facility into the colors of the surrounding site specific vegetation and the applicant shall obtain the written approval of the Planning, Building, & Environmental Services Department prior to painting the building. Highly reflective surfaces are prohibited.

11. SITE IMPROVEMENTS AND ENGINEERING SERVICES-SPECIFIC CONDITIONS

Please contact (707) 253-4417 with any questions regarding the following.

A. TRAFFIC

Reoccurring and scheduled vehicle trips to and from the site for employees, deliveries, and visitors will not occur during peak (4-6 PM) travel times to the maximum extent possible. All road improvements on private property required per Engineering Services shall be maintained in good working condition and in accordance with the Napa County Roads and Streets Standards.

B. DUST CONTROL

Water and/or dust palliatives shall be applied in sufficient quantities during grading and other ground disturbing activities on-site to minimize the amount of dust produced. Outdoor construction activities shall not occur during windy periods.

C. STORM WATER CONTROL

The permittee shall comply with all construction and post-construction storm water pollution prevention protocols as required by the County Engineering Services Division, and the California Regional Water Quality Control Board (SRWQCB).

D. PARKING

The location of employee and visitor parking and truck loading zone areas shall be identified along with proposed circulation and traffic control signage (if any).

Parking shall be limited to approved parking spaces only and shall not occur along access or public roads or in other locations. In no case shall parking impede emergency vehicle access or public roads.

E. GATES/ENTRY STRUCTURES

Any gate installed at the project/site entrance shall be reviewed by the Planning, Building, & Environmental Services Department, and the Napa County Fire Department to assure that it is designed to allow large vehicles, such as motorhomes, to turn around if the gate is closed without backing into the public roadway, and that fire suppression access is available at all times. If the gate is part of an entry structure an additional permit shall be required according to the County Code and in accordance with the Napa County Roads and Street Standards. A separate entry structure permit is not required if the entry structure is consistent with entry structure plans submitted, reviewed, and approved as part of this use permit approval.

12. ENVIRONMENTAL HEALTH-SPECIFIC CONDITIONS

Please contact (707) 253-4471 with any questions regarding the following.

A. NOISE

Construction noise shall be minimized to the greatest extent practical and allowable under State and local safety laws. Construction equipment muffling and hours of operation shall be in compliance with Napa County Code Chapter 8.16. Equipment shall be shut down when not in use. Construction equipment shall normally be staged, loaded, and unloaded on the project site. If project terrain or access road conditions require construction equipment to be staged, loaded, or unloaded off the project site (such as on a neighboring road or at the base of a hill), such activities shall only occur between the hours of 8 AM to 5 PM. Exterior equipment shall be enclosed or muffled and maintained so as not to create a noise disturbance in accordance with the Napa County Code. There shall be no amplified sound system or amplified music utilized outside of approved, enclosed buildings.

13. AIRCRAFT OVERFLIGHT EASEMENT

Prior to issuance of building permits, the permittee shall submit verification that an aircraft overflight easement has been recorded on the property that provides for the right of aircraft operation, overflight and related noises, and for the regulation of light emissions, electrical emissions, or the release of substances such as steam or smoke which could interfere with aircraft operations.

14. MISCELLANEOUS

Any crane used in the construction of the phases shall be lighted and have flags for improved visibility from aircraft; no crane shall exceed 80 feet in height without first obtaining the FAA's express approval.

15. PREVIOUS CONDITIONS

The permittee shall comply with all conditions of approval for previous use permits and use permit modifications, except as modified by this action. To the extent there is a conflict between previous conditions of approval and these conditions of approval, these conditions shall control and supersede earlier ones.

16. ADDRESSING

All project site addresses shall be determined by the Planning, Building & Environmental Services Director, and be reviewed and approved by the United States Post Office, prior to issuance of any building permit. The Director reserves the right to issue or re-issue an appropriate situs address at the time of issuance of any building permit to ensure proper identification and sequencing of numbers. For multi-tenant or multiple structure projects, this includes building permits for later building modifications or tenant improvements.

17. INDEMNIFICATION

If an indemnification agreement has not already been signed and submitted, one shall be signed and returned to the County within twenty (20) days of the granting of this approval using the Planning, Building, and Environmental Services Department's standard form.

18. AFFORDABLE HOUSING MITIGATION

Prior to County issuance of a building permit, the applicant shall pay the Napa County Affordable Housing Mitigation Fee in accordance with the requirements of Napa County Code Chapter 18.107 or as may be amended by the Board of Supervisors.

19. MONITORING COSTS

All staff costs associated with monitoring compliance with these conditions, previous permit conditions, and project revisions shall be borne by the permittee and/or property owner. Costs associated with conditions and mitigation measures that require monitoring, including investigation of complaints, other than those costs related to investigation of complaints of non-compliance that are determined to be unfounded, shall be charged. Costs shall be as established by resolution of the Board of Supervisors in accordance with the hourly consulting rate established at the time of the monitoring and shall include maintenance of \$500 deposit for construction compliance monitoring that shall be retained until grant of final occupancy. Violations of conditions of approval or mitigation measures caused by the permittee's contractors, employees, and/or guests are the responsibility of the permittee.

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

20. TEMPORARY AND FINAL OCCUPANCY

All project improvements, including compliance with applicable codes, conditions, and requirements of all departments and agencies with jurisdiction over the project, shall be completed prior to granting of a Certificate of Final Occupancy by the County Building Official, which, upon granting, authorizes all use permit activities to commence. The County Building Official is authorized to grant a Temporary Certificate of Occupancy to allow specified limited use of the project, such as commencement of production activities, prior to completion of all project improvements. In special circumstances, departments and/or agencies with jurisdiction over the project are authorized as part of the Temporary Certificate of Occupancy process to require a security deposit or other financial instrument to guarantee completion of unfinished improvements. Consistent with Board of Supervisors Resolution № 2010-48, "Temporary Certificates of Occupancy are generally not to be used to allow production of wine for more than one year."