

“D”

## USE PERMIT APPLICATION



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

## PLANNING APPLICATION FORM

### Applicant Information

A Tradition of Stewardship  
 A Commitment to Service

Applicant's Name:	Phone:	E-Mail Address:
Applicant's Mailing Address:	City:	State/Zip Code:
Property Owner's Name: (if different from Applicant)	Phone:	E-Mail Address:
Property Owner's Mailing Address:	City:	State/Zip Code:
Agent's Name: (if different from Applicant)	Phone:	E-Mail Address:
Agent's Mailing Address:	City:	State/Zip Code:
Other Representative: (Engineer/Architect)	Phone:	E-Mail Address:
Representative's Mailing Address:	City:	State/Zip Code:

### Property Information

Project Name and Address: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Site of site (acreage and/or square footage): \_\_\_\_\_

General Plan Designation: \_\_\_\_\_ Zoning: \_\_\_\_\_

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

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

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

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

**Conditions of Application**

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

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

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

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

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

**Applicant/Agent Statement**

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

\_\_\_\_\_   
 Applicant’s Signature and Date

<b>Date Received:</b> _____  <b>Received by:</b> _____  <b>Receipt No.</b> _____  <b>File No.</b> _____	<b>Application Fees</b>	
	<b>Deposit Amount</b>	<b>\$</b>
	<b>Flat Fee Due</b>	<b>\$</b>
	<b>Total</b>	<b>\$</b>
	<b>Check No</b>	

**Alta Napa Valley Vineyards  
APN 039-270-005  
Use Permit Project Narrative and Variance Request**

**REVISED March 24, 2020**

The family proprietors of Alta Napa Valley Vineyards (“Alta” or the “Winery”) are building their primary home at the site of their recently-planted vineyard at 2125 Silverado Trail. Their new residence will replace two old homes on the property, as well as, an old carport. Beneath their new residence, Alta proposes to build a small estate winery, producing only 10,000 gallons of wine per year. The Winery proposes to have very limited visitation by appointment only, and a very modest marketing plan. The Winery “employees” will generally be the family owners, with only one part-time employee to assist them.

In order to proceed with the proposed Winery and residence building, the project does need a variance from the otherwise-required winery setback from Silverado Trail. Combining the Winery and residence into one structure at the location of the existing structures on the property is designed to significantly reduce the scale of necessary construction on the property, as well as, to avoid any construction in the Napa River Floodway. Doing so will yield no significant difference in appearance of the property from Silverado Trail, as the proposed combined Winery and residence structure would otherwise be a residence with similar appearance, and an additional Winery building would be required elsewhere on the parcel. Alta believes that combining the structures is better for all of its neighbors, the Napa River, and the County as well. As discussed below, grant of the requested variance meets all of the required elements for approval. It would not grant the applicant any special privileges, it protects the applicant’s privileges of developing their property outside of the Floodway, and would avoid substantial hardship on the applicant given that most of the property, other than the existing and proposed development area, is in the Floodway.

**I. DETAILED PROJECT DESCRIPTION**

As a family-owned operation, Alta seeks to continue curating its wine in a small space that will allow consumers to enjoy their product at the source. The Applicant proposes to:

- With the appropriate variance, construct the Winery facility below the proposed residence, which will be setback from Silverado Trail beyond the minimum residential setback, consistent with the current structures on the property, and outside of the Napa River Floodway;
- Establish a production capacity of 10,000 gallons in a 3,689 square foot winery-portion of the building;
- Establish a permitted employee headcount of three persons, two of whom live on site;
- Establish a permitted daily visitation number of only 10 persons with visitation hours of 10am to 7pm, seven days per week;
- Establish only four (4) small marketing events per year of up to 25 guests, to be held between 6pm and 10pm;
- Provide seven (7) winery related parking spaces, including one (1) ADA space, for guests, winery-business visitors, and employees.

Received  
Mar 30 2020

**A. EXISTING SITE CONDITIONS AND USES**

Alta seeks to establish its Winery at 2125 Silverado Trail, approximately one-third of a mile north of the intersection of Silverado Trail and Trancas Street. The site is screened from the adjacent Strawberry Patch by a stand of trees. Alta planted approximately 15 acres of net vines on the property in 2018 and 2019. The parcel currently contains two residential structures, as well as a carport, all of which will be replaced with the one new structure in which the owners plan to live while operating the Winery. An existing agricultural use barn will remain in agricultural use.

The property is served by an access driveway that will serve the house and Winery, which will be improved to current road and street standards. Vineyard access is from a separate entrance at the southern edge of the property, and as such there will be no vineyard traffic on the Winery and residential driveway.

**B. PROPOSED DEVELOPMENT**

The Oliai family proposes to build its house above a small volume production Winery, on a parcel that currently features two residences and 15 net acres of vineyard. Located at the lower end of Silverado Trail, neither the building process nor the Winery operations will contribute to traffic congestion up-valley. Indeed, by removing one of the two residences from the parcel, and minimizing visitation and marketing on the parcel, the project will contribute no new net vehicle trips to the property.<sup>1</sup> The project is categorically exempt from CEQA analysis given the small size of the Winery.<sup>2</sup>

The proposed project's structure lies between the Napa River Floodway and Silverado Trail. However, while the residence could be built in the proposed location, there is no way to both avoid the Floodway and meet the applicable 600-foot road setback requirements for a winery. Thus, in order to construct a unified structure out of the Floodway, Alta seeks a setback variance in conjunction with this use permit application. The proposed structure would be no closer to the road than the existing residence on the property (approximately 114 feet), nor where the new residence could otherwise be built. It is only the winery use of a portion of the building that necessitates the variance.

**1. *Type And Size Of Development***

The Winery seeks to establish a small, 3,725 square foot winemaking facility. Interior production square footage will be only 2,254 sq. ft., with outdoor production space of 1,471 sq. ft. Accessory usage will be only 1,436 sq. ft.

The Winery requests to establish an annual production volume of only 10,000 gallons. This amount is well below the small winery CEQA exemption threshold of 30,000 gallons. Wine will largely be produced from the Winery's on-site vineyard, and its other estate vineyards located in Napa County as discussed in the Grape Source section, below.

**a) *Improvements***

As set forth in the attached plans, the Winery proposes to build a winery with minimal accessory space on the first floor of the proposed structure, and a residence above. Minimizing development on the parcel, the project intends to make efficient use of the space by placing the Winery below the residential

---

<sup>1</sup> Each residence is attributed 10 trips per day. The existing property's two residences' 20 trips will be replaced with 10 trips for the new residence, and fewer than 10 trips for the Winery, as set forth in the accompanying application and trip generation worksheets.

<sup>2</sup> See Napa County Local Procedures for Implementing CEQA, Appendix B, Class 3, Item 10.

living space. There will be no winery use of the residential space; it will be the Oliai family's primary home. The actual square footage of the winery portion of the building will be only 3,689 square feet. An additional 1,471 square feet of outdoor production space will be fully covered for stormwater protection purposes. Further adding to the efficient use of space, the covered crush pad roof will serve as a residential deck – with no access for Winery guests. Winery equipment and mechanical areas will be screened from Silverado Trail, and not generally visible to the public.

The total coverage of the parcel, and accessory to production ratios, are within the County limits. Winery coverage is only 3%. Given the small production space the accessory/production ratio is 38% for the small office and tasting room.

There are currently two residential structures on the subject property. The project will abandon one of those residences. Being in the Agricultural Preserve (AP) zoning district, this parcel could not have two residences on it if constructed today. Thus, abandoning the prior non-conformance is consistent with the general plan, and a significant concession by the Winery. By approving this project, the parcel will be in conformance with current zoning designations, with one combined residence and Winery structure.

*b) Variance – Construct residential/winery structure within road setback on Silverado Trail*

The subject parcel lies between Silverado Trail and the Napa River and its Floodway. Section 18.112.060 of the Napa County Code dictates that a 70 foot road setback is established for Silverado Trail. The closer of the existing residences on the property is sited approximately 114 feet from the Silverado Trail centerline. Alta proposes to build its new residential/winery structure at that 114 foot setback distance, 40% further from Silverado Trail than required for a residence.

However, Napa County Code Section 18.104.230 requires a winery must be set back 600 feet from Silverado Trail. Alta cannot comply with the 600-foot setback without encroaching into the Napa River Floodway. In addition, complying with the 600-foot setback for the winery would potentially require two new buildings (Winery and residence) on the property instead of one combined structure. The property is directly adjacent to the river, and across the river from the City of Napa's Trancas Crossing Park. A variance will also allow the Winery to be located further from the park and the river, in addition to keeping the new building outside of the Floodway. A full analysis of the Variance Request is in Section III, below.

**2. Days of the Week and Hours of Operation**

The Winery will be in the family residence, and as such, does not propose to have any specific limitations on when the family may do winery-related work, but in general production hours will be between 7 am and 7 pm. The Winery will be open for visitors, including trade and winery deliveries, from 10 am to 7 pm seven days per week, except during harvest when it will operate up to 24 hours per day. Staying open until 7pm is intended to further reduce any already-minimal peak hour impacts of the Winery.

**3. Employee Head Count**

Alta Vineyards is and will remain a small family operation. Its only full-time "employees" are its family owners – Fred Oliai and his family. They will live on site – generating no commuting trips. The Winery plans to employ only one part-time employee to assist the family. Thus, the traffic impact of employees is minimal.

#### **4. Visitation**

Alta seeks to establish visitation at a level of only 10 patrons per day. This small handful of visitors will have no noticeable impact on traffic in the vicinity – indeed, it will be a reduction from the existing second residence. Alta’s water availability and wastewater capability exceed the amount required to accommodate this low level of visitation.

Even including 10 trips from the one proposed residence, 10 visitors per day, one part-time employee, and winery truck traffic will yield an average of only 19.7 daily trips. This figure is below the existing 20 trips from the two existing residences, less than half of that allowed by the County’s CEQA exemption, and below the 20-trip threshold of the County’s left-hand turn lane warrant for even its busiest roadway. Vineyard workers access the property at a different entrance than the Winery, located at the property’s southern edge. Thus, the Winery’s operations, including its proposed visitation level, will have no net impact on traffic to the property or the Winery driveway, which will be improved to 20 feet wide in compliance with current Road and Street Standards.

#### **5. Additional Licenses**

The Winery currently has state and federal licenses, and will require new and/or modified state and federal licenses to operate the new facility. Such licensing cannot be obtained until the Winery is closer to operating. No issues are anticipated in obtaining such licenses.

#### **6. Water Supply and Disposal**

RSA Civil was tasked with determining both the water availability and wastewater feasibility for the subject property. Their analyses are discussed in detail in the accompanying reports, and summarized below:

##### *a) Water Availability*

A groundwater recharge rate of 1.0 af/yr for valley floor was adopted for the 22.65 acre project parcel to give a total groundwater recharge of 22.65 af/yr for this parcel. The property’s current and proposed water usage consists of less than 8 af/yr. Indeed, as evidenced in the accompanying analysis, the proposed modifications for this project will result in a slight decrease in the use of groundwater on the parcel by 0.12 af/yr for a total annual usage of 7.76 af/yr – significantly less than the 22.65 af/yr estimated groundwater recharge rate for the parcel.

##### *b) Wastewater Feasibility*

###### *(1) Domestic Wastewater – Sub Surface Drip*

As discussed previously, Alta proposes to have no full time employees (other than the family that will live on site), one (1) part time employee, and ten (10) visitors per day. These levels will result in only 75 domestic gallons per day for the Winery, even including two family members as full-time Winery employees for purposes of flow calculation.

A septic system and dispersal field will be designed for the proposed Winery and residence. The accompanying wastewater feasibility study shows sufficient dispersal and reserve area for the system on the parcel.

###### *(2) Winery Process Wastewater Characteristics*

Process wastewater will be treated and recycled on site. The process wastewater will be treated by a Lyve treatment system (or equivalent) before it is surface dripped on vines. Details on the treatment system and application area are set forth in the accompanying RSA+ analysis. Further, the analysis sets forth a monthly water balance to provide a preliminary estimate of the amount of storage tanks

required for produced wastewater. Based on a monthly analysis, no storage is required on average. However, to ensure no oversaturation results a 10,000 gallon tank will be employed to store excess water that cannot be immediately discharged.

## **II. ADDITIONAL APPLICATION SECTION DISCUSSIONS**

### **A. GRAPE SOURCING**

Alta already has established approximately 15 net acres of vines on the property. The Winery will generally source grapes from these vines, as well as a small volume of grapes from the Winery's other vineyards, located on Atlas Peak and in the eastern hills. The Winery will be more than compliant with the County's 75% Napa grape source rule.

### **B. MARKETING PROGRAM**

The Winery proposes to host only four (4) small marketing events per year. These events would entail charity events, wine club member events, and winemaker dinners totaling no more than 25 guests per event. Travel to such events will be coordinated by the Winery as needed to minimize the number of vehicles arriving for events to no more than 8 vehicles. Group transportation will be facilitated when feasible. Events will begin and end after the PM peak travel times, further minimizing their impact. There will be no visitation on event days.

Frequency: four (4) days per year  
Number of persons: 25 persons per event  
Time of Day: 6:00 PM - 9:00 PM  
All cleanup to be completed by 10:00 PM

In addition, AB 2004 (Evans) consumption is proposed on the tasting room patio indicated on Sheet A0.04.

### **C. FOOD SERVICE**

There will be no food preparation on site. Any food service for Winery guests will be catered, and, per County code, any "tours and tastings may include food and wine pairings, where all such food service is provided without charge except to the extent of cost recovery and is incidental to the tasting of wine." Marketing events may include wine-pairing dinners, which will be catered.

## **III. REASONS FOR GRANTING A VARIANCE**

The narrative responses to the Variance Application form follow. Applicant submits that the 600-foot Silverado Trail setback requirement for wineries presents a substantial hardship on Applicant that similar properties in the AP zoning classification are not subjected to because the majority of Applicant's property is in the Floodway, which imposes substantial burdens on development. Applicant plans to build its house and Winery in one structure in the only available portion of the property that is not in the Floodway. Were it required to meet that setback requirement and develop a separate winery building on the property in the Floodway, the costs attendant to that separate construction and extensive Floodway construction requirements would render the project not viable, and essentially prohibit the project. It is also significantly more likely that a proposed project in the Floodway would not be

approved, depriving Applicant of its ability to use the property in a manner that same-zoned properties that are not restrained by the Floodway can.

Applicant respectfully submits that granting a variance here to allow the Winery to be combined with the residence in a single building outside of the Floodway is in the strong interests of the general plan and environmental policy goals of protecting the Napa River, consistent with the purpose and intent of Napa County Code Section 16.04, and meets all State and local legal requirements. The Floodplain Management provisions are intended to “minimize the potential for flood-related losses, both public and private...” NCC § 16.04.020. Building outside of the Floodway is the best way to accomplish this goal. Granting the variance would not provide the applicant with any special privileges inconsistent with the limitations upon other properties in the vicinity, will not authorize any activity not otherwise authorized by the zoning regulations, and will prevent applicant from being deprived of privileges enjoyed by other property in the vicinity under identical zoning classification. As such, an exception from the setback requirement is appropriate:

- 1. Please describe what exceptional or extraordinary circumstances or conditions apply to your property (including the size, shape, topography, location or surroundings), which do not apply generally to other land, buildings, or use and because of which, the strict application of the zoning district regulations deprives your property of the privileges enjoyed by other property in the vicinity and under identical zoning classification***

The parcel on which the proposed winery sits is wedged between Silverado Trail and the Napa River. All but a small corner of the property – where the existing houses are and proposed structure is to be located – lies within the Floodway of the river. The parcel is thus atypical of its neighbors even on the same portion of Silverado Trail but on the opposite side of the street. For example, Judd’s Hill Winery, located across Silverado Trail and just to the north, but setback 600 feet from the roadway, has no such restrictions from the Floodway, as the Floodway is only on the west side of Silverado Trail. Thus, the property is unique, in that its neighbors on the east side of Silverado Trail can meet the requirements without impacting the Floodway, while Alta cannot. As such, a variance is appropriate and required to allow Alta to build the Winery portion of its building outside of the Floodway.

Nearby parcels that are similarly situated to Alta between Silverado Trail and the Napa River likewise feature winery structures located farther from the river and closer to Silverado Trail. For example, Luna Vineyards’ parcel (approximately one mile north from the subject parcel on the west side of Silverado Trail) too is between the Napa River and Silverado Trail. Avoiding the river required the Luna winery to be closer to Silverado Trail – significantly closer to the road (less than 80-feet from the centerline) than the proposed Alta Winery. Yet, unlike Luna, Alta has a small portion of its property that is not in the Floodway. As such, with a variance it can avoid significant construction that would impact the Floodway or risk loss by being placed therein. Thus, Alta would only be similarly situated to other wineries in the area by the grant of the variance, not granted any special privilege, and asks to be afforded the ability to construct a winery facility while avoiding impacts on the Floodway.

The parcel is also atypical of similarly zoned parcels located slightly further north on Silverado Trail where the elevation brings the road further above the Napa River and its Floodway. As such, the 600-foot winery setback, which on a typical, similarly sized parcel would not create location issues for a winery, when applied to this unique parcel, would force a winery building to be built in the Floodway. It would also force the Winery to remove developed vineyard, replacing active agricultural land with a new structure.

The strict application of the winery setback rule to this parcel would deprive the Winery of the ability to build outside of the Floodway, creating an unnecessary hardship on the Winery and undermining the County's Floodplain Management regulations.

**2. Please state why the granting of your variance request is necessary for the preservation and enjoyment of your substantial property rights**

Absent granting such a variance, both the environment and the Winery will suffer genuine and unnecessary hardship. The Winery would be unable to utilize the property to its full potential without impacting the Floodway. The parcel is planted in approximately 15 net acres of vines. In order to make estate wine on the parcel, which is a property right that the parcel can exercise with a use permit, it needs to build a winery on the property. The applicants want to minimize the impact of the Winery on the environment, and as such, in order to preserve their enjoyment of their property rights, need relief from the provision that would otherwise force them to build their winery in the Floodway. The parcel has a relatively small buildable area located outside of the Floodway, which is the only portion of the property that has been built upon in light of the restrictions. This one corner of the property is noticeably elevated from the remainder of the property, raising it out of the Floodway. These hardships are not shared by other properties in the area because they are situated in ways that allow them to operate outside of the Floodway while meeting setback requirements or, alternatively, are located entirely in the Floodway where such impact is unavoidable.

Requiring the Winery to build a second, stand-alone winery building on the property located in the Floodway in order to operate is unnecessary, is contrary to the intent of the Floodplain Management regulations, could impact the Floodway and would place a zoning technicality above the best interests of the County and the property owner. The costs attendant thereto would be prohibitive, estimated at nearly a million additional dollars in costs and vineyard destruction just to comply with the Floodway regulations and construct the proposed structure near the river in the existing vineyard, even if only one structure were still to be built. (See RSA+ letter to W. Balcher, dated March 23, 2020.) But because no setback is required for the house, and the Oliai family would not desire nor be required to build their home in the Floodway in any event, the costs would increase by nearly \$2.5 million, as two structures would need to be built instead of the one proposed combined-use building now. (See MH Architects memo to W. Balcher, dated March 12, 2020 and accompanying alternative site plan.) The costs of building a separate winery building in the floodway would thus amount to an additional nearly \$3.4 million, a substantial and avoidable hardship.

As described in the accompanying preliminary analysis of RSA+ and MH Architects, the required Floodway study, extensive grading to offset the development to maintain the base flood level – the success of which is not guaranteed -- significant vineyard removal, and the costs attendant to construction two structures instead of one would be so expensive as to render the winery not feasible. Requiring the Applicant to nevertheless work in the Floodway in order to use the property would burden the Applicant in a way that other like-zoned properties in the same area are not so limited.

It would also significantly change the proposed project such that its likelihood of approval could be rendered suspect. Were the project proposed without the setback variance, a reasonable conclusion could be reached that it was inconsistent with the County's Floodplain Management regulations which are specifically designed to discourage development in the Floodway. The project was thus designed to avoid those concerns at the outset to protect Applicant's substantial rights to use and enjoy its property in similar ways to its neighbors.

**3. Please state why the granting of your variance request will not adversely affect the health or safety of persons residing or working in the neighborhood of your property, and will not be materially detrimental to the public welfare or injurious to property or improvements in your neighborhood**

There will be no negative impact on the health or safety of persons residing or working in the neighborhood of the property by the granting of the variance. To the contrary, any impact would be positive by avoiding work in the Floodway, and in the location of the current structures on the property. It will require building only one structure on the property instead of two.

Further, the variance will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood. The existing property features two old houses and a carport. Those structures will be replaced with one new residence with a winery on the ground floor. Even without the Winery on the ground floor, the same building could be built in the same place as purely a residence. Thus, the winery component of the structure that requires the variance will have little impact on the appearance of the property.

Moreover, applicant believes that locating the residence and Winery in one building located closer to Silverado Trail actually improves the property appearance for all of the Winery's neighbors. Doing so puts it further away from the Trancas Crossing Park on the west side of the river. It also places the building further from its neighbor to the south. By placing the structure where proposed, although closer, it will be less visible to the neighboring Strawberry Patch to the north, as a tall, dense stand of trees sits along the property line between the fruit stand and the proposed building: the Winery would actually be more visible from the Strawberry Patch if it were set further back on the parcel. Finally, there are no visible neighbors to the east, across Silverado Trail, that could be impacted by the building being located where proposed.

If any, the principal impact from locating the Winery closer to Silverado Trail would be on those driving past. But the proposed project would indeed be consistent with the other properties in the area from such a standpoint, with the Strawberry Stand, veterinarian clinic, and Luna Vineyards, for example, all located nearer to Silverado Trail. Moreover, the Winery's plans call for green screening between the building and the roadway. As such, the Winery will actually be less visible than the current, visibly unappealing, older structures, which are currently the first structures that are highly visible driving north on Silverado Trail into the County from the City of Napa. Applicant respectfully submits that its proposed structure represents a far more appealing first impression of Napa County to visitors than the property presents currently, and as such grant of the variance would be a positive to the community as a whole.

**IV. CONCLUSION**

The Oliai family and Alta Napa Valley Vineyards thanks you in advance for your attention to this project, and stands ready to provide any further information requested to facilitate the County's analysis of these requests.

---

## Certification and Indemnification

---

Applicant certifies that all the information contained in this application, including all information required in the Checklist of Required Application Materials and any supplemental submitted information including, but not limited to, the information sheet, water supply/waste disposal information sheet, site plan, floor plan, building elevations, water supply/waste disposal system site plan and toxic materials list, is complete and accurate to the best of his/her knowledge. Applicant and property owner hereby authorize such investigations including access to County Assessor's Records as are deemed necessary by the County Planning Division for preparation of reports related to this application, *including the right of access to the property involved.*

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

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

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

---

Print Name of Property Owner

---

Print Name Signature of Applicant (if different)

---

Signature of Property Owner

Date

---

Signature of Applicant

Date

## Hourly Fee Agreement

PROJECT File: \_\_\_\_\_; request for \_\_\_\_\_

\_\_\_\_\_. I, \_\_\_\_\_, the undersigned, hereby authorize the County of Napa to process the above referenced permit request in accordance with the Napa County Code. I am providing \$ \_\_\_\_\_ as a deposit to pay for County staff review, coordination and processing costs related to my permit request based on actual staff time expended and other direct costs. **In making this deposit, I acknowledge and understand that the deposit may only cover a portion of the total processing costs. Actual costs for staff time are based on hourly rates adopted by the Board of Supervisors in the most current Napa County fee schedule. I also understand and agree that I am responsible for paying these costs even if the application is withdrawn or not approved.**

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

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

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

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

\_\_\_\_\_

Mailing Address of the Applicant responsible for paying processing fees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**NAPA COUNTY CODE COMPLIANCE PROGRAM  
RESOLUTION NO. 2018-164  
ACKNOWLEDGEMENT DOCUMENTATION**

PLEASE SELECT ONE BOX:

- Applicant represents that this project **WILL NOT BE** participating in the County’s Voluntary Compliance Program established through Resolution No. 2018-164. This application represents a standard Major Modification of the project’s existing Use Permit.
- Applicant represents that this project **WILL BE** participating in the County’s Voluntary Compliance Program.

The following information shall be submitted with this application in order to qualify under this program:

1. Visitation and/or Marketing Changes - Please provide visitation logs/records for all “Public” and “By Appointment Only” tours and tastings and/or all marketing events occurring at the winery within the past 12 months based upon your date of application submittal. Please include a complete listing of temporary events conducted at the winery under Napa County Code Chapter 5.36, Temporary Events.
2. Employee Changes – Please provide official employee records and/or signed employee affidavits confirming the number of all employees at the winery within the past 12 months, including vineyard workers, based upon your date of application submittal.
3. Production Changes – Please provide the following information from the past 12 months, based upon your date of application submittal:
  - One copy of the Federal *Report of Wine Premises Operations* TTB Form 5120.17 (sometimes referred to as the 702 form). Please provide only the forms for the winery located at the subject application address.
  - A copy of your current license from the California Department of Alcoholic Beverage Control.
  - One copy of the State of California of Food and Agriculture Grape Crush Workbook, showing all sources and amounts of grapes/juice and/or bulk use.
  - Information for all custom crush clients who utilize your winery for their production. Please write a very short narrative describing the name of each client and the amount of wine produced for each client.

Pursuant to Napa County Resolution No. 2018-164, I hereby certify that the current application submittal and submitted documentation with regards to the requested information above is to the best of my knowledge true and correct under penalty of perjury.

---

Winery Owner’s Signature

Date

---

Property Owner’s Signature

Date

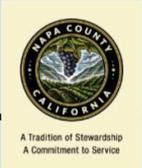
# Supplemental Application for Winery Uses

## Definitions

The below are paraphrased from County Code, please see referenced code sections for full text.

- a. **Winery Development Area** – All aggregate paved or impervious or semi-permeable ground surface areas of the production facility which includes all storage areas (except caves), offices, laboratories, kitchens, tasting rooms and paved parking areas for the exclusive use of winery employees. *See Napa County Code §18.104.210*
- b. **Winery Coverage** – The total square foot area of all winery building footprints, all aggregate paved or impervious ground surface areas of the production facility which includes all outside work, tank and storage areas (except caves); all paved areas including parking and loading areas, walkways, and access driveways to public or private roads or rights-of-way; and all above-ground wastewater and run-off treatment systems. *See Napa County Code §18.104.220*
- c. **Production Facility** – (For the purpose to calculate the maximum allowable accessory use) The total square footage of all winery crushing, fermenting, bottling, bulk and bottle storage, shipping, receiving, laboratory, equipment storage and maintenance facilities, and employee-designated restrooms but does not include wastewater treatment or disposal areas which cannot be used for agricultural purposes. *See Napa County Code §18.104.200*
- d. **Accessory Use** - The total square footage of area within winery structures used for accessory uses related to a winery that are not defined as “production facility” which would include offices, lobbies/waiting rooms, conference/meeting rooms, non-production access hallways, kitchens, tasting rooms (private and public areas), retail space areas, libraries, non-employee designated restrooms, art display areas, or any area within winery structures not directly related to wine production. *See Napa County Code §18.104.200*

Planning, Building & Environmental Services



## Winery Production Process

The Napa County Code contains various references to winery production and refers to production capacity as “the wine bottled or received” at a winery and refers to “bottling and storage of bottled wine and shipping and receiving of bulk and bottled wine “(Code Section 18.16.030(G)(4)).<sup>1</sup>

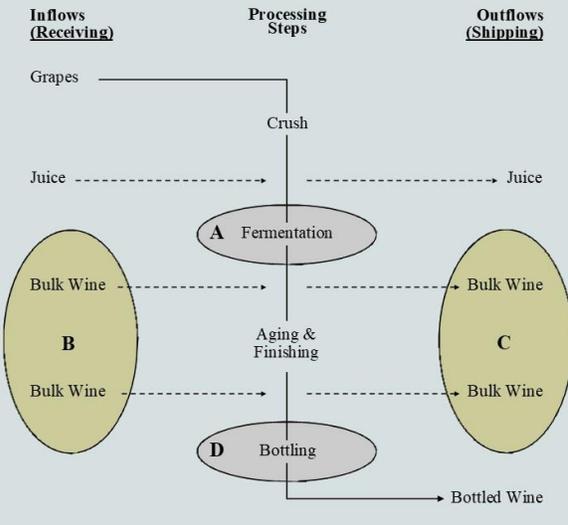
This handout was developed by the County planning staff with the assistance of a number of local industry representatives to assist property owners and other interested parties in interpreting Napa County Code references to winery production. It does not create a new definition or regulation.

A winery’s total annual production equals either (1) the sum of all wine created through fermentation in a given year, plus the net total of all fermented bulk wine received and shipped in the same year, including all bottled wine received on the premises during the same year; or (2) the amount of wine bottled on the premises in the same given year, *whichever is greater*.

Using the diagram on the right, this means the greater of A+(B-C), or D. If B-C is a negative number, total production is equal to either A or D, whichever is greater.

This interpretation holds true for all physical winery facilities regardless of the number of business entities (e.g. Alternating Proprietors/Custom Crush) they accommodate or the date that their production capacity was established or recognized. However, wineries occupying multiple facilities are governed by the specific terms of their use permit or Certificate of Legal Non-conformity (CLN), which may vary.

Quantities represented by items A through D on the diagram can be determined by reviewing a winery’s annual submittals to the federal Alcohol and Tobacco Tax and Trade Bureau (TTB). The County may periodically request a copy of these submittal (s) as a way to monitor compliance with previously adopted conditions/requirements. The County recognizes that annual variations can occur due to the grape harvest and the timing of finishing/bottling, and will generally review and average three consecutive years of data.



**Figure 1. Winery Production Process**

<sup>1</sup> The complexity of these statements can be attributed to the authors’ desire to avoid “double counting” bulk wine that is both received and bottled at a winery, and the fact that multiple vintages are present within a winery at any given time.

February 2019

## WINERY OPERATIONS

Please indicate whether the activity or uses below are already legally **EXISTING**, whether they exist and are proposed to be **EXPANDED** as part of this application, whether they are **NEWLY PROPOSED** as part of this application, or whether they are neither existing nor proposed (**NONE**).

Retail Wine Sales	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Tours and Tasting- Open to the Public	<input type="checkbox"/> Existing			
Tours and Tasting- By Appointment	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Food at Tours and Tastings	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Marketing Events*	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Food at Marketing Events	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Will food be prepared...		<input type="checkbox"/> On-Site?	<input type="checkbox"/> Catered?	
Public display of art or wine-related items	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Wine Sales/Consumption – AB 2004	<input type="checkbox"/> Existing		<input type="checkbox"/> Proposed	<input type="checkbox"/> None

\* For reference please see definition of "Marketing," at Napa County Code §18.08.370 - <http://library.municode.com/index.aspx?clientId=16513>

## Production Capacity \*

Please identify the winery's...

Existing permitted \_\_\_\_\_ gal/y Per permit : \_\_\_\_\_ Permit date: \_\_\_\_\_  
production capacity:

Current maximum actual production: \_\_\_\_\_ gal/y For what year? \_\_\_\_\_

Average 3 year production: \_\_\_\_\_ gal/y

Proposed production capacity: \_\_\_\_\_

\* For this section, please see "Winery Production Process," at page 11.

## Visitation and Operations

Please identify the winery's...

Maximum daily tours/tastings visitation: \_\_\_\_\_ existing \_\_\_\_\_ proposed

Maximum weekly tours/tastings visitation: \_\_\_\_\_ existing \_\_\_\_\_ proposed

Visitation hours (e.g. M-Sa, 10am-4pm): \_\_\_\_\_ existing \_\_\_\_\_ proposed

Production days and hours<sup>1</sup>: \_\_\_\_\_ existing \_\_\_\_\_ proposed

<sup>1</sup> It is assumed that wineries will operate up to 24 hours per day during crush.

## **Grape Origin**

All new wineries and any existing (pre-WDO) winery expanding beyond its winery development area must comply with the 75% rule and complete the attached "Initial Statement of Grape Source". See Napa County Code §18.104.250 (B) & (C). The project statement should include information on location and quantity of grapes.

*See attached project narrative*

## **Marketing Program**

Please describe the winery's proposed marketing program. Include event type, maximum attendance, hours, location/facilities to be used, food service details, etc. Provide a site plan showing where the marketing event activities will occur, including overflow/off-site parking. Differentiate between existing and proposed activities. (Attach additional sheets as necessary.)

*See attached project narrative*

## **Food Service**

Please describe the nature of any proposed food service including type of food, frequency of service, whether prepared on site or not, kitchen equipment, eating facilities, etc. Please differentiate between existing and proposed food service. (Attach additional sheets as necessary.)

*See attached project narrative*

## Winery Coverage and Accessory/Production Ratio

**Winery Development Area.** Consistent with the definition at “a.,” at page 11 and with the marked-up site plans included in your submittal, please indicate your proposed winery development area. If the facility already exists, please differentiate between existing and proposed.

Existing \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

Proposed \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

**Winery Coverage.** Consistent with the definition at “b.,” at page 11 and with the marked-up site plans included in your submittal, please indicate your proposed winery coverage (maximum 25% of parcel or 15 acres, whichever is less).

\_\_\_\_\_ sq. ft. \_\_\_\_\_ acres \_\_\_\_\_ % of parcel

**Production Facility.** Consistent with the definition at “c.,” at page 11 and the marked-up floor plans included in your submittal, please indicate your proposed *production* square footage. If the facility already exists, please differentiate between existing and proposed.

Existing \_\_\_\_\_ sq. ft. Proposed \_\_\_\_\_ sq. ft.

**Accessory Use.** Consistent with the definition at “d.,” at page 11 and the marked-up floor plans included in your submittal, please indicate your proposed *accessory* square footage. If the facility already exists, please differentiate between existing and proposed. (maximum = 40% of the production facility)

Existing \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of production facility

Proposed \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of production facility

## Caves and Crush pads

If new or expanded caves are proposed please indicate which of the following best describes the public accessibility of the cave space:

- None – no visitors/tours/events (Class I)
  Guided Tours Only (Class II)
  Public Access (Class III)
   
 Marketing Events and/or Temporary Events (Class III)

**Please identify the winery’s...**

Cave area (total) Existing: \_\_\_\_\_ sq. ft. Proposed: \_\_\_\_\_ sq. ft.

Cave area (Production) Existing: \_\_\_\_\_ sq. ft. Proposed: \_\_\_\_\_ sq. ft.

Cave area (Accessory) Existing: \_\_\_\_\_ sq. ft. Proposed: \_\_\_\_\_ sq. ft.

Covered crush pad area Existing: \_\_\_\_\_ sq. ft. Proposed: \_\_\_\_\_ sq. ft.

Uncovered crush pad area Existing: \_\_\_\_\_ sq. ft. Proposed: \_\_\_\_\_ sq. ft.

Cave Spoils total: Proposed: \_\_\_\_\_ cy.

Cave Spoils Use:  Onsite  Offsite.

---

## Initial Statement of Grape Source

---

Pursuant to Napa County Zoning Ordinance Sections 12419(b) and (c), I hereby certify that the current application for establishment or expansion of a winery pursuant to the Napa County Winery Definition Ordinance will employ sources of grapes in accordance with the requirements of Section 12419(b) and/or (c) of that Ordinance.

---

Owner's Signature

Date

*Letters of commitment from grape suppliers and supporting documents may be required prior to issuance of any building permits for the project. Recertification of compliance will be required on a periodic basis. Recertification after initiation of the requested wine production may require the submittal of additional information regarding individual grape sources. Proprietary information will not be disclosed to the public.*

## Existing Conditions Winery Traffic Information / Trip Generation

***Determine Winery Daily Trips. Complete Sections A through H below to determine your winery project's estimated baseline daily and peak hour trips.***

### Section A. Maximum Daily Weekday Traffic (Friday, non-harvest season)

1. Total number of FT employees<sup>1</sup>: \_\_\_\_\_ x 3.05 one-way trips per employee = \_\_\_\_\_ daily trips
2. Total number of PT employees<sup>1</sup>: \_\_\_\_\_ x 1.90 one-way trips per employee = \_\_\_\_\_ daily trips
3. Maximum weekday visitors<sup>1</sup>: \_\_\_\_\_ / 2.6 visitors per vehicle x 2 one-way trips = \_\_\_\_\_ daily trips
4. Gallons of production: \_\_\_\_\_ / 1,000 x 0.009 daily truck trips<sup>2</sup> x 2 one-way trips = \_\_\_\_\_ daily trips
5. TOTAL = \_\_\_\_\_ daily trips

### Section B. Maximum Daily Weekday Traffic (Friday, harvest season)

6. Total number of FT employees<sup>1</sup>: \_\_\_\_\_ x 3.05 one-way trips per employee = \_\_\_\_\_ daily trips
7. Total number of PT employees<sup>1</sup>: \_\_\_\_\_ x 1.90 one-way trips per employee = \_\_\_\_\_ daily trips
8. Maximum weekday visitors<sup>1</sup>: \_\_\_\_\_ / 2.6 visitors per vehicle x 2 one-way trips = \_\_\_\_\_ daily trips
9. Gallons of production: \_\_\_\_\_ / 1,000 x 0.009 daily truck trips x 2 one-way trips = \_\_\_\_\_ daily trips
10. Avg. annual tons of grape on-haul: \_\_\_\_\_ / 144 truck trips x 2 one-way trips = \_\_\_\_\_ daily trips
11. TOTAL = \_\_\_\_\_ daily trips

### Section C. Maximum Daily Weekend Traffic (Saturday, non-harvest season)

12. Total number of FT Sat. employees<sup>1</sup>: \_\_\_\_\_ x 3.05 one-way trips per employee = \_\_\_\_\_ daily trips
13. Total number of PT Sat. employees<sup>1</sup>: \_\_\_\_\_ x 1.90 one-way trips per employee = \_\_\_\_\_ daily trips
14. Maximum Saturday visitors<sup>1</sup>: \_\_\_\_\_ / 2.8 visitors per vehicle x 2 one-way trips = \_\_\_\_\_ daily trips
15. TOTAL = \_\_\_\_\_ daily trips

### Section D. Maximum Daily Weekend Traffic (Saturday, harvest season)

16. Total number of FT Sat. employees<sup>1</sup>: \_\_\_\_\_ x 3.05 one-way trips per employee = \_\_\_\_\_ daily trips
17. Total number of PT Sat. employees<sup>1</sup>: \_\_\_\_\_ x 1.90 one-way trips per employee = \_\_\_\_\_ daily trips
18. Maximum Saturday visitors<sup>1</sup>: \_\_\_\_\_ / 2.8 visitors per vehicle x 2 one-way trips = \_\_\_\_\_ daily trips
19. Gallons of production: \_\_\_\_\_ / 1,000 x 0.009 daily truck trips x 2 one-way trips = \_\_\_\_\_ daily trips
20. Avg. annual tons of grape on-haul: \_\_\_\_\_ / 144 truck trips x 2 one-way trips = \_\_\_\_\_ daily trips
21. TOTAL = \_\_\_\_\_ daily trips

## Existing Conditions Winery Traffic Information / Trip Generation

### Section E. PM Peak Hour Trip Generation (Friday, non-harvest season)

(Sum of daily trips from Sec. A, lines 3 and 4) x 0.38 + (No. of FTE) + (No. of PTE / 2) = \_\_\_\_\_ PM peak trips

### Section F. PM Peak Hour Trip Generation (Friday, harvest season)

(Sum of daily trips, Sec. B, lines 8, 9, 10) x 0.38 + (No. of FTE) + (No. of PTE / 2) = \_\_\_\_\_ PM peak trips

### Section G. PM Peak Hour Trip Generation (Saturday, non-harvest season)

<sup>1</sup> The number of weekday visitors shall include guests of the largest of any event that is proposed to occur two or more times in a month, on average. Full-time and part-time employees that staff such events shall also be included in the employee numbers.

<sup>2</sup> Assumes 1.47 materials and supplies trips + 0.8 case goods trips per 1,000 gallons of production / 250 days per year (see Traffic Information Sheet Addendum for reference.)

(Daily trips from Sec. C, line 14) x 0.57 + (No. of FTE) + (No. of PTE / 2) = \_\_\_\_\_ PM peak trips

Section H. PM Peak Hour Trip Generation (Saturday, harvest season)

(Sum of daily trips Sec. D, lines 18, 19, 20) x 0.57 + (No. of FTE) + (No. of PTE / 2) = \_\_\_\_\_ PM peak trips

Section I. Estimated Annual Trips

(Sec. A, line 5 x 206) + (Sec. B, line 11 x 55) + (Sec. C, line a5 x 82) + (Sec. D, line 21 x 22) = \_\_\_\_\_ Annual trips

## Proposed Project Winery Traffic Information / Trip Generation

***Determine Winery Daily Trips. Complete Sections J through M below to determine your winery project's estimated future daily and peak hour trips.***

### Section J. Maximum Daily Weekday Traffic (Friday, non-harvest season)

1. Total number of FT employees<sup>1</sup>: \_\_\_\_\_ x 3.05 one-way trips per employee = \_\_\_\_\_ daily trips
2. Total number of PT employees<sup>1</sup>: \_\_\_\_\_ x 1.90 one-way trips per employee = \_\_\_\_\_ daily trips
3. Maximum weekday visitors<sup>3</sup>: \_\_\_\_\_/2.6 visitors per vehicle x 2 one-way trips = \_\_\_\_\_ daily trips
4. Gallons of production: \_\_\_\_\_/1,000 x 0.009 daily truck trips<sup>4</sup> x 2 one-way trips = \_\_\_\_\_ daily trips
5. TOTAL = \_\_\_\_\_ daily trips

### Section K. Maximum Daily Weekday Traffic (Friday, harvest season)

6. Total number of FT employees<sup>1</sup>: \_\_\_\_\_ x 3.05 one-way trips per employee = \_\_\_\_\_ daily trips
7. Total number of PT employees<sup>1</sup>: \_\_\_\_\_ x 1.90 one-way trips per employee = \_\_\_\_\_ daily trips
8. Maximum weekday visitors<sup>1</sup>: \_\_\_\_\_/2.6 visitors per vehicle x 2 one-way trips = \_\_\_\_\_ daily trips
9. Gallons of production: \_\_\_\_\_/1,000 x 0.009 daily truck trips x 2 one-way trips = \_\_\_\_\_ daily trips
10. Avg. annual tons of grape on-haul: \_\_\_\_\_ / 144 truck trips x 2 one-way trips = \_\_\_\_\_ daily trips
11. TOTAL = \_\_\_\_\_ daily trips

### Section L. Maximum Daily Weekend Traffic (Saturday, non-harvest season)

12. Total number of FT Sat. employees<sup>1</sup>: \_\_\_\_\_ x 3.05 one-way trips per employee = \_\_\_\_\_ daily trips
13. Total number of PT Sat. employees<sup>1</sup>: \_\_\_\_\_ x 1.90 one-way trips per employee = \_\_\_\_\_ daily trips
14. Maximum Saturday visitors<sup>1</sup>: \_\_\_\_\_/2.8 visitors per vehicle x 2 one-way trips = \_\_\_\_\_ daily trips
15. TOTAL = \_\_\_\_\_ daily trips

### Section M. Maximum Daily Weekend Traffic (Saturday, harvest season)

16. Total number of FT Sat. employees<sup>1</sup>: \_\_\_\_\_ x 3.05 one-way trips per employee = \_\_\_\_\_ daily trips
17. Total number of PT Sat. employees<sup>1</sup>: \_\_\_\_\_ x 1.90 one-way trips per employee = \_\_\_\_\_ daily trips
18. Maximum Saturday visitors<sup>1</sup>: \_\_\_\_\_/2.8 visitors per vehicle x 2 one-way trips = \_\_\_\_\_ daily trips
19. Gallons of production: \_\_\_\_\_/1,000 x 0.009 daily truck trips x 2 one-way trips = \_\_\_\_\_ daily trips
20. Avg. annual tons of grape on-haul: \_\_\_\_\_ / 144 truck trips x 2 one-way trips = \_\_\_\_\_ daily trips
21. TOTAL = \_\_\_\_\_ daily trips

<sup>3</sup> The number of weekday visitors shall include guests of the largest of any event that is proposed to occur two or more times in a month, on average. Full-time and part-time employees that staff such events shall also be included in the employee numbers.

<sup>4</sup> Assumes 1.47 materials and supplies trips + 0.8 case goods trips per 1,000 gallons of production / 250 days per year (see Traffic Information Sheet Addendum for reference.)

## Proposed Project Winery Traffic Information / Trip Generation

***Determine Winery Peak Hour Trips. If the number of daily trips on either Section J, line 5, or Section L, line 15, is greater than 20, or Public Works Director determines that other circumstances such as access safety or other potential network impacts warrant further analysis, then the potential transportation impacts of your project must be evaluated in a transportation impact study (TIS) prepared in accordance with Napa County Public Works TIS Guidelines. Follow the direction outlined in Transportation Impact Study Analysis, below. If the number of daily trips on either Section J, line 5, or Section L, line 15, is equal to or less than 20, complete Sections N through Q below to determine your project's estimated peak hour trips. In lieu of completing Sections N through Q, you may opt to prepare a project-specific transportation impact analysis if you anticipate the number of peak hour trips from your proposal is different from that estimated here.***

**Section N. PM Peak Hour Trip Generation (Friday, non-harvest season)**

(Sum of daily trips from Sec. J, lines 3 and 4) x 0.38 + (No. of FTE) + (No. of PTE / 2) = \_\_\_\_\_ PM peak trips

**Section O. PM Peak Hour Trip Generation (Friday, harvest season)**

(Sum of daily trips from Sec. K, lines 8, 9, 10) x 0.38 + (No. of FTE) + (No. of PTE / 2) = \_\_\_\_\_ PM peak trips

**Section P. PM Peak Hour Trip Generation (Saturday, non-harvest season)**

(Daily trips from Sec. L, line 14) x 0.57 + (No. of FTE) + (No. of PTE / 2) = \_\_\_\_\_ PM peak trips

**Section Q. PM Peak Hour Trip Generation (Saturday, harvest season)**

(Sum of daily trips, Sec. M, lines 18, 19, 20) x 0.57 + (No. of FTE) + (No. of PTE / 2) = \_\_\_\_\_ PM peak trips

**Section R. Estimated Annual Trips**

(Sec. J, line 5 x 206) + (Sec. K, line 11 x 55) + (Sec. L, line 15 x 82) + (Sec. M, line 21 x 22) = \_\_\_\_\_ Annual trips

***Transportation Impact Study Analysis. If the number of daily trips on either Section J, line 5, or Section L, line 15, is greater than 20, then the potential transportation impacts of your project must be evaluated in a traffic impact study (TIS) prepared in accordance with Napa County Public Works TIS Guidelines. Existing trip counts on the transportation network should be collected during the harvest season (August 16 – October 31). If collected outside of the harvest season, during the months of November through February, counts shall be adjusted upward by 15 percent to estimate harvest season network volumes. If collected during the weeks between March 1 and August 15, counts shall be adjusted upward by seven percent.***

***For peak hour analysis in the TIS, the County will allow any one of the following methodologies:***

- a) Use the peak hour factors in Sections F through I, above, to estimate the peak hour trips generated by the project. To determine the potential peak hour impacts of the project, apply the harvest season estimated peak hour project trips (Sections G and I for the existing condition, and Sections O and Q for the proposed project) to roadway volumes during the hour between 3:00 p.m. and 4:00 p.m. on Fridays and Saturdays; or***
- b) Use peak hour trip counts as projected using the Institute for Transportation Engineers' (ITE) peak hour factors for winery land uses from the most current version of ITE Trip Generation. To determine the potential peak hour impacts of the project, apply the estimated peak hour project trips from ITE to roadway volumes during the hour between 4:00 p.m. and 5:00 p.m. on a Friday and 1:45 p.m. and 2:45 p.m. on a Saturday; or***
- c) Conduct a site-specific analysis informed by actual trip counts at the driveway of the project (for winery use permit modifications) or at the driveway of a project with comparable operating characteristics to that proposed (for new winery use permits). To determine the potential peak hour impacts of the project, apply the site-specific peak hour of generator to the peak hour of the network on a Friday and the peak hour of the roadway on a Saturday, based on the assembled trip count data.***

## Traffic Information Sheet Addendum

### Information for Caltrans Review

Application should include:

#### **Project Location**

- Site Plan showing all driveway location(s)
- Show detail of Caltrans right-of-way
- Aerial photo at a readable scale

#### **Trip Generation Estimate**

- Please provide separate **Winery Traffic Information / Trip Generation Sheets** for existing and proposed operations.

### Napa County Winery Traffic Generation Characteristics

#### **Employees**

Half-hour lunch: All - 2 trips/day (1 during weekday PM peak)  
Hour lunch: Permanent Full-Time – 3.2 trips/day (1 during weekday PM peak)  
Permanent Part-Time – 2 trips/day (1 during weekday PM peak)  
Seasonal: 2 trips/day (0 during weekday PM peak)—crush  
see full time above—bottling  
Auto Occupancy: 1.05 employees/auto

#### **Visitors**

Auto occupancy:  
Weekday = 2.6 visitors/auto  
Weekend = 2.8 visitors/auto

#### **Peaking Factors:**

Peak Month: 1.65 x average month  
Average Weekend: 0.22 x average month  
Average Saturday: 0.53 x average weekend  
Peak Saturday: 1.65 x average Saturday  
Average Sunday: 0.8 x average Saturday  
Peak Sunday: 2.0 x average Sunday

Peak Weekend Hour: Winery (3-4 PM) - 0.57 x total for weekend day involved

Average 5-Day Week (Monday-Friday) - 1.3 x average weekend

Average Weekday: 0.2 x average 5-day week

Peak Weekday Hour: Winery (3-4 PM) - 0.57 x total for weekday involved

Roadway PM Peak(4-5 PM?) - 0.38 x total for weekday involved

#### **Service Vehicles**

Grapes (36 days (6weeks)/season): 1.52 trips/1000 gals/season (4 ton loads assumed)

Materials/Supplies (250 days/yr): 1.47 trips/1000 gals/yr

Case Goods (250 days/yr): 0.8 trips/1000 gal/yr



A Tradition of Stewardship  
A Commitment to Service

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

Project name & APN: \_\_\_\_\_  
Project number if known: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Contact email & phone number: \_\_\_\_\_  
Today's date: \_\_\_\_\_

## Voluntary Best Management Practices Checklist for Development Projects

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

### Practices with Measurable GHG Reduction Potential

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

Already Plan  
Doing To Do

ID # BMP Name

**BMP-1 Generation of on-site renewable energy**  
*If a project team designs with alternative energy in mind at the conceptual stage it can be integrated into the design. For instance, the roof can be oriented, sized, and engineered to accommodate photovoltaic (PV) panels. If you intend to do this BMP, please indicate the location of the proposed PV panels on the building elevations or the location of the ground mounted PV array on the site plan. Please indicate the total annual energy demand and the total annual kilowatt hours produced or purchased and the potential percentage reduction of electrical consumption. Please contact staff or refer to the handout to calculate how much electrical energy your project may need.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BMP-2 Preservation of developable open space in a conservation easement**  
*Please indicate the amount and location of developable land (i.e.: under 30% slope and not in creek setbacks or environmentally sensitive areas for vineyards) conserved in a permanent easement to prohibit future development.*

\_\_\_\_\_  
\_\_\_\_\_

Already Plan  
Doing To Do

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

*Napa County is famous for its land stewardship and preservation. Restoring areas within the creek setback reduces erosion potential while planting areas that are currently hardscape (such as doing a bio-retention swale rather than underground storm drains) reduces storm water and helps the groundwater recharge. Planting trees can also increase the annual uptake of CO<sub>2</sub>e and add the County's carbon stock.*

---

---

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

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

**Number of total vehicles** \_\_\_\_\_

**Typical annual fuel consumption or VMT** \_\_\_\_\_

**Number of alternative fuel vehicles** \_\_\_\_\_

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

**Potential annual fuel or VMT savings** \_\_\_\_\_

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

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

---

---

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
Estimated annual VMT \_\_\_\_\_

Potential annual VMT saved \_\_\_\_\_  
% Change \_\_\_\_\_

Already Plan  
Doing To Do

**BMP-7 Exceed Title 24 energy efficiency standards: Build to CALGREEN Tier 1**

*See description below under BMP-5.*

---

---

**BMP-8 Solar hot water heating**

*Solar water heating systems include storage tanks and solar collectors. There are two types of solar water heating systems: active, which have circulating pumps and controls, and passive, which don't. Both of them would still require additional heating to bring them to the temperature necessary for domestic purposes. They are commonly used to heat swimming pools.*

---

---

**BMP-9 Energy conserving lighting**

*Lighting is approximately 25% of typical electrical consumption. This BMP recommends installing or replacing existing light bulbs with energy-efficient compact fluorescent (CF) bulbs or Light Emitting Diode (LED) for your most-used lights. Although they cost more initially, they save money in the long run by using only 1/4 the energy of an ordinary incandescent bulb and lasting 8-12 times longer. Typical payback from the initial purchase is about 18 months.*

---

---

**BMP-10 Energy Star Roof/Living Roof/Cool Roof**

*Most roofs are dark-colored. In the heat of the full sun, the surface of a black roof can reach temperatures of 158 to 194 °F. Cool roofs, on the other hand, offer both immediate and long-term benefits including reduced building heat-gain and savings of up to 15% the annual air-conditioning energy use of a single-story building. A cool roof and a green roof are different in that the green roof provides living material to act as a both heat sink and thermal mass on the roof which provides both winter warming and summer cooling. A green (living) roof also reduces storm water runoff.*

---

---

**BMP-11 Bicycle Incentives**

*Napa County Zoning Ordinance requires 1 bicycle rack per 20 parking spaces (§18.110.040). Incentives that go beyond this requirement can include on-site lockers for employees, showers, and for visitor's items such as directional signs and information on biking in Napa. Be creative!*

---

---

**BMP-12 Bicycle route improvements**

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

---

---

Already Plan  
Doing To Do

**BMP-13 Connection to recycled water**

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

---

---

**BMP-14 Install Water Efficient fixtures**

*WaterSense, a partnership program by the U.S. Environmental Protection Agency administers the review of products and services that have earned the WaterSense label. Products have been certified to be at least 20 percent more efficient without sacrificing performance. By checking this box you intend to install water efficient fixtures or fixtures that conserve water by 20%.*

---

---

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

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

---

---

**BMP-16 Water efficient landscape**

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

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

---

---

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

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

---

---

Already Plan  
Doing To Do

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

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

---

---

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

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

---

---

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

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

---

---

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

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

---

---

**BMP-22 Public Transit Accessibility**

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

---

---

Already Plan  
Doing To Do

**BMP-23**

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

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

---

---

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

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

---

---

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

<b>BMP-25 (a)</b>	<input type="checkbox"/>	<b>LEED™ Silver</b> (check box BMP-25 and this one)
<b>BMP-25 (b)</b>	<input type="checkbox"/>	<b>LEED™ Gold</b> (check box BMP-25, BMP-25 (a), and this box)
<b>BMP-25 (c)</b>	<input type="checkbox"/>	<b>LEED™ Platinum</b> (check all 4 boxes)

## Practices with Un-Measured GHG Reduction Potential

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

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

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

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

Already Plan  
Doing To Do

- BMP-28 Use of recycled materials**  
*There are a lot of materials in the market that are made from recycled content. By ticking this box, you are committing to use post-consumer products in your construction and your ongoing operations.*
- 

- BMP-29 Local food production**  
*There are many intrinsic benefits of locally grown food, for instance reducing the transportation emissions, employing full time farm workers, and improving local access to fresh fruits and vegetables.*
- 

- BMP-30 Education to staff and visitors on sustainable practices**  
*This BMP can be performed in many ways. One way is to simply put up signs reminding employees to do simple things such as keeping the thermostat at a consistent temperature or turning the lights off after you leave a room. If the project proposes alternative energy or sustainable winegrowing, this BMP could include explaining those business practices to staff and visitors.*
- 

- BMP-31 Use 70-80% cover crop**  
*Cover crops reduce erosion and the amount of tilling which is required, which releases carbon into the environment.*

- BMP-32 Retain biomass removed via pruning and thinning by chipping the material and reusing it rather than burning on-site**  
*By selecting this BMP, you agree not to burn the material pruned on site.*

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

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

**Comments and Suggestions on this form?**

---

---

---

## **Sources:**

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

---

## Additional Environmental Management Information

---



A Tradition of Stewardship  
A Commitment to Service

### Planning, Building and Environmental Services

1195 Third Street, Suite 101  
Napa, CA 94559  
www.co.napa.ca.us

Main: (707) 253-4471  
Fax: (707) 253-4545

**David Morrison**  
Director

### Memorandum

**DATE:** January 5, 2005

**TO:** All interested parties

**FROM:** Department of Environmental Management

**SUBJECT:** Use Permits and Regulated Water Systems

The purpose of this memo is to provide information regarding the current requirements for regulated water system permitting. The Department of Environmental Management has a contract with the State to administer the small water system program. County Code Chapter 13.08 addresses the requirements for local public water systems and includes the definition of a "public water system". This definition states that a public water system is one that is required to be permitted or approved by the Department of Health Services (DHS) Office of Drinking Water or the environmental management director pursuant to the California Safe Drinking Water Act and related laws (which contain selected portions of the Health and Safety Code, Water Code, Business and Professions Code and the California Code of Regulations, Titles 17 and 22). The State regulates the large public water systems and as stated above, this department regulates the small water systems.

The most common new small water system is that serving a winery. During the use permit process, this department reviews the numbers of anticipated visitors and employees and makes a determination if the proposed winery will meet the threshold for a regulated water system. In general, we are looking for either (1) a combined number of peak users (visitors and employees) greater than 25 on a daily basis or (2) the total number of employees equal to or greater than 25. If either of these thresholds is met, the water system will be regulated. If you have questions on whether your proposed project will be regulated as a small water system, you may contact this department as discuss this with the district inspector. If you do not meet these thresholds, but will have a regulated kitchen used for food service for marketing events, you will be regulated as a different type of water system. You will need to submit bacteriological quality sample results from your source(s) with your use permit application, but not the full feasibility report as discussed below.

If your project will be regulated as a small water system, a water system feasibility report will be required as a completeness item at the time of a Use Permit application. This report will ensure that the proposed project can satisfy the technical, managerial and financial requirements of this department and DHS and must include the information listed on the attached worksheet. There is a good chance that existing wells will not meet the construction requirements for a regulated water system. As such, a new supply will have to be developed. If this is the case, the information provided in the feasibility report must reflect this fact. Prior to issuance of a building permit the new water supply must be developed and full plans for the water system must be submitted to and approved by this department.

## **New Community and Non-Community Water Systems**

### **Technical, Managerial and Financial Capacity Worksheet** (Use Permit Applications and Water System Feasibility Reports)

1. **Water system name**
2. **Name of person who prepared the report**
3. **Technical Capacity:**
  - System description-from source to point of use-what is expected (including treatment, etc).
  - One year projection for water demand and an analysis of the water system to meet the projected demand (project expansion and improvements for a ten year period).
  - Source adequacy:
    - Groundwater: Does the well have a 50-foot seal with a 3-inch annular space? Is a well log available?
    - Surface water treatment: Can the water system comply with the Surface Water Treatment Rule?
  - Water supply capacity. Can the water system (including all sources and storage facilities) supply a minimum of three gallons per minute for at least 24 hours for each service connection served?
  - Provide a characterization of the water quality (or expected water quality if a new source is required), including a comparison with established or proposed drinking water standards and the feasibility of meeting these standards.
  - An evaluation of the feasibility of consolidation with other (existing) water systems.
4. **Managerial:**
  - Description of the organization's ability to manage a water system (personnel to be hired and/or job descriptions for water system maintenance responsibilities). For systems that use land that is not owned by the water system, the terms for a long-term agreement for use of the land/facilities must be disclosed.
  - Document the system's water rights.
5. **Financial:**
  - Budget projection and description of system's financial capacity (your ability to financially support the operation of a water system).

*Please address any questions on this worksheet or the information required to the water specialist in the Department of Environmental Management.*



A Tradition of Stewardship  
A Commitment to Service

**Planning, Building and Environmental Services**

1195 Third Street, Suite 101  
Napa, CA 94559  
www.co.napa.ca.us

Main: (707) 253-4471  
Fax: (707) 253-4545

**David Morrison**  
Director

**Stormwater:**

There are two different stormwater programs that facilities may qualify for in Napa County. The first program is based on the State of California Water Resources Board's (SWRCB) Industrial Permitting program. If a facility has a regulated Standard Industrial Classification (SIC) Code, it must register with the SWRCB by completing a Notice of Intent and complete a Stormwater Pollution Prevention Plan. 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)

The most prevalent regulated industry in Napa County is wineries with a SIC code of 2084.

The second program requires facilities that do not have a regulated SIC code but may still pose a threat to stormwater obtain a permit from Napa County, but the preparation of a SWPPP is not required.

*Please provide accurate information as this information will be used to determine what conditions, if any, will be placed on the Use Permit Application. If questions arise, you are encouraged to contact the Napa County Department of Environmental Management at 707.253.4471 for further assistance.*