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**Recommended Conditions of Approval  
and Final Agency Memos**

**PLANNING COMMISSION HEARING – JUNE 2, 2021  
RECOMMENDED CONDITIONS OF APPROVAL**

**Materra Winery, Use Permit Major Modification Application No. P20-00184-MOD  
4326 Big Ranch Road, Napa , California  
Assessor’s Parcel No. 036-160-003**

This permit encompasses and shall be limited to the project commonly known as **Materra Winery, Use Permit Major Modification No. P20-00184-MOD**, located at **4326 Big Ranch Road, Napa**. Part I encompasses the Project Scope and general conditions pertaining to statutory and local code references, project monitoring, and the process for any future changes or activities. Part II encompasses the ongoing conditions relevant to the operation of the project. Part III encompasses the conditions relevant to construction and the prerequisites for a Final Certificate of Occupancy. It is the responsibility of the permittee to communicate the requirements of these conditions and mitigations (if any) to all designers, contractors, employees, and guests of the winery to ensure compliance is achieved.

Where conditions are not applicable or relevant to this project, they shall be noted as “Reserved” and therefore have been removed.

When modifying a legally established entitlement related to this project, these conditions are not intended to be retroactive or to have any effect on existing vested rights except where specifically indicated.

**PART I**

**1.0 PROJECT SCOPE**

The permit shall be limited to:

- 1.1 Approval to modify land use entitlements for an existing, 110,000-gallon per year winery, previously approved under Use Permit No. P08-00428-UP, as subsequently modified by Use Permit Very Minor Modification No. P13-00283-VMM, Use Permit Major Modification No. P15-00071-MOD, Use Permit Very Minor Modification No. P16-00362-VMM, Use Permit Major Modification No. P17-00156-MOD, to allow the following:
  - a. Increase in permitted wine production to 150,000 gallons of wine per year;
  - b. Increase in the winery building size to approximately 40,674 square feet by new construction of a two-story, approximately 12,610 square foot addition to the existing winery building, with the addition to house a visitor reception area, a wine library for wine tasting and food pairings, additional wine tours and tastings space, a low-risk (catering) kitchen, wine storage and administrative offices;
  - c. Visitation, tours and tastings, and a marketing plan as set forth in Conditions of Approval (COA) Nos. 4.1 through 4.3, below;
  - d. Expansion of on-premises consumption of wine as set forth in COA No. 4.4, below;
  - e. Increase in the number of winery employees to as many as 12 full-time, two part-time and three part-time seasonal employees;
  - f. Increase in the number of on-site automobile parking stalls to a maximum of 25;

- g. Expansion of the existing on-site wastewater treatment infrastructure to include a new, 3,000-gallon septic tank and 2,142 linear feet of new leach line installed in the existing leach field in the vineyards east of the winery building;
- h. Installation of a Transient Non-Community Water System for the winery; and
- i. Installation of a left-turn lane in the right-of-way of Big Ranch Road at the existing, 20-foot wide, asphalt-paved winery driveway.

The winery shall be designed in substantial conformance with the submitted site plan, elevation drawings, and other submittal materials and shall comply with all requirements of the Napa County Code (the County Code). It is the responsibility of the permittee to communicate the requirements of these conditions and mitigations (if any) to all designers, contractors, employees, and guests of the winery to ensure compliance is achieved. Any expansion or change in winery use or alternative locations for fire suppression or other types of water tanks shall be approved in accordance with the County Code and may be subject to the permit modification process.

## **2.0 STATUTORY AND CODE SECTION REFERENCES**

All references to statutes and code sections shall refer to their successor as those sections or statutes may be subsequently amended from time to time.

## **3.0 MONITORING COSTS**

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

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

## **PART II**

## **4.0 OPERATIONAL CHARACTERISTICS OF THE PROJECT**

Permittee shall comply with the following during operation of the winery:

#### 4.1 GENERAL PROVISIONS

Consistent with the County Code, tours and tastings and marketing may occur at a winery only where such activities are accessory and “clearly incidental, related, and subordinate to the primary operation of the winery as a production facility.”

Tours and tastings (defined below) 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. Food service may not involve menu options and meal service such that the winery functions as a café or restaurant.

Retail sales of wine shall be permitted as set forth in the County Code.

#### 4.2 TOURS AND TASTINGS/VISITATION

Tours and tastings shall be by appointment only and shall be limited to the following:

- a. Frequency: Daily
- b. Maximum number of persons per day: 34
- c. Maximum number of persons per week: 238
- d. Hours of visitation: 10:00 a.m. to 5:00 p.m.

“Tours and tastings” means tours of the winery and/or tastings of wine, where such tours and tastings are limited to persons who have made unsolicited prior appointments for tours or tastings. To the maximum extent feasible, scheduling of visitors shall not occur during peak travel times of 3:15 to 4:15 p.m. on weekdays and 4:45 to 5:45 p.m. on weekend days.

A log book (or similar record) shall be maintained to document the number of visitors to the winery (for either tours and tastings or marketing events), and the dates of the visits. This record of visitors shall be made available to the Planning, Building and Environmental Services (PBES) Department upon request.

#### 4.3 MARKETING **[RESERVED]**

#### 4.4 ON-PREMISES CONSUMPTION

In accordance with State law and the PBES Director’s July 17, 2008 memo, “Assembly Bill 2004 (Evans) & the Sale of Wine for Consumption On-Premises,” on-premises consumption of wine produced on-site and purchased from the winery may occur solely in the tasting room/hospitality and barrel storage facility and adjacent landscaped area and on the patio next to the “General Tasting” room on the west side of the building. Any and all visitation associated with on-premises consumption shall be subject to the maximum per person weekday and weekend daily tours and tastings visitation limitation and/or applicable limitations of permittee’s marketing plan set forth in COA No.4.2 and COA 2 of Use Permit No. P08-00428-UP, as modified by Use Permit Major Modification No. P17-00156-MOD.

#### 4.5 RESIDENCE OR NON-WINERY STRUCTURES

Unless specifically authorized by this permit or a previously approved permit, the existing single-family residence on the property shall not be used for commercial purposes or in conjunction with the operation and/or visitation/marketing program

for the winery. If the residence is rented, it shall only be rented for periods of 30 days or more, pursuant to the County Code.

4.6 GRAPE SOURCE

At least 75 percent of the grapes used to make the winery's still wine or the still wine used by the winery to make sparkling wine shall be grown within Napa County. The permittee shall keep records of annual production documenting the source of grapes to verify that 75 percent of the annual production is from Napa County grapes. The report shall recognize the Agriculture Commission's format for County of origin of grapes and juice used in the Winery Production Process. The report shall be provided to the PBES Department upon request but shall be considered proprietary information and not available to the public.

4.7 COMPLIANCE REVIEW

Permittee shall obtain and maintain all permits (use permits and modifications) and licenses from the California Department of Alcoholic Beverage Control (ABC) and United States Tax and Trade Bureau (TTB), and California Department of Food and Agriculture (CDFA) Grape Crush Inquiry data, all of which are required to produce and sell wine. In the event the required ABC and/or TTB permits and/or licenses are suspended or revoked, permittee shall cease marketing events and tours and tastings until such time as those ABC and/or TTB permits and licenses are reinstated.

Visitation log books, visitor reports, custom crush client records, and any additional documentation determined by Staff to be necessary to evaluate compliance may be requested by the County for any code compliance. The permittee (and their successors) shall be required to participate fully in the winery code compliance review process.

4.8 RENTAL/LEASING

No winery facilities, or portions thereof, including, without limitation, any kitchens, barrel storage areas, or warehousing space, shall be rented, leased, or used by entities other than persons producing and/or storing wine at the winery, such as alternating proprietors and custom producers, except as may be specifically authorized in this Permit or pursuant to the Temporary Events Ordinance (County Code Chapter 5.36).

4.9 GROUND WATER MANAGEMENT - WELLS

This condition is implemented jointly by the Public Works and PBES Departments:

The permittee shall be required (at the permittee's expense) to record well monitoring data (specifically, static water level no less than quarterly, and the volume of water no less than monthly). Such data will be provided to the County, if the PBES Director determines that substantial evidence<sup>1</sup> indicates that water usage at the winery is affecting, or would potentially affect, groundwater supplies or nearby wells. If data indicates the need for additional monitoring, and if the applicant is unable to secure monitoring access to neighboring wells, onsite monitoring wells may need to be established to gauge potential impacts on the groundwater resource utilized for the project. Water usage shall be minimized by use of best available control technology and best water management conservation practices.

In order to support the County's groundwater monitoring program, well monitoring data as discussed above will be provided to the County if the Director of Public Works determines that such data could be useful in supporting the County's groundwater monitoring program. The project well will be made available for inclusion in the groundwater monitoring network if the Director of Public Works determines that the well could be useful in supporting the program.

In the event that changed circumstances or significant new information provide substantial evidence<sup>1</sup> that the groundwater system referenced in the Use Permit would significantly affect the groundwater basin, the PBES Director shall be authorized to recommend additional reasonable conditions on the permittee, or revocation of this permit, as necessary to meet the requirements of the County Code and to protect public health, safety, and welfare.

**4.10 AMPLIFIED MUSIC**

There shall be no amplified sound system or amplified music utilized outside of approved, enclosed, winery buildings.

**4.11 TRAFFIC**

To the maximum extent feasible, scheduling of reoccurring vehicle trips to and from the site for employees and deliveries shall not occur during peak travel times (3:15 to 4:15 p.m. on weekdays and 4:45 to 5:45 p.m. on weekend days). All road improvements on private property required per Engineering Services shall be maintained in good working condition and in accordance with the Napa County Road and Streets Standards.

**4.12 PARKING**

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

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

**4.13 BUILDING DIVISION – USE OR OCCUPANCY CHANGES**

Please contact the Building Division with any questions regarding the following:

In accordance with the California Building Code (CBC), no change shall be made in the use of occupancy of an existing building unless the building is made to comply with the requirements of the current CBC for a new building.

**4.14 FIRE DEPARTMENT – TEMPORARY STRUCTURES**

Please contact the Fire Department with any questions regarding the following:

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<sup>1</sup> Substantial evidence is defined by case law as evidence that is of ponderable legal significance, reasonable in nature, credible and of solid value. The following constitute substantial evidence: facts, reasonable assumptions predicated on facts; and expert opinions supported by facts. Argument, speculation, unsubstantiated opinion or narrative, or clearly inaccurate or erroneous information do not constitute substantial evidence.

The permittee and/or designee shall obtain a tent permit from the Fire Department for any temporary structures utilized for authorized marketing events allowed per COA 2 of Use Permit No. P08-00428-UP, as modified by Use Permit Major Modification No. P17-00156-MOD.

4.15 NAPA COUNTY MOSQUITO ABATEMENT PROGRAM

The installation, operation and maintenance of the bioretention area shall be in conformance with the Napa County Mosquito Abatement District's program for eliminating mosquito sources and managing mosquito-breeding areas in order to reduce mosquitoes to a tolerable and healthful level.

4.16 GENERAL PROPERTY MAINTENANCE – LIGHTING, LANDSCAPING, PAINTING, OUTDOOR EQUIPMENT STORAGE, AND TRASH ENCLOSURE AREAS

- a. All lighting shall be permanently maintained in accordance with the lighting and building plans approved by the County. Lighting utilized during harvest activities is exempt from this requirement.
- b. All landscaping and outdoor screening, storage, and utility structures shall be permanently maintained in accordance with the landscaping and building plans approved by the County. No stored items shall exceed the height of the screening. Exterior winery equipment shall be maintained so as not to create a noise disturbance or exceed noise thresholds in the County Code.
- c. The colors used for the roof, exterior walls and built landscaping features of the winery shall be limited to earth tones that will blend the facility into the colors of the surrounding site-specific vegetation. The permittee shall obtain the written approval of the Planning Division prior to any change in paint colors that differs from the approved building permit. Highly reflective surfaces are prohibited.
- d. Designated trash enclosure areas shall be made available and properly maintained for intended use.

4.17 NO TEMPORARY SIGNS

Temporary off-site signage, such as "A-Frame" signs, is prohibited.

4.18 COMPLIANCE WITH OTHER DEPARTMENTS AND AGENCIES – OPERATIONAL CONDITIONS

The attached project conditions of approval include all of the following County Divisions, Departments and Agencies' requirements. Without limiting the force of those other requirements which may be applicable, the following are incorporated by reference as enumerated herein:

- a. Engineering Services Division operational conditions as stated in their Memoranda dated February 12, 2021.
- b. Environmental Health Division operational conditions as stated in their Memorandum dated May 26, 2021.

- c. Department of Public Works operational conditions as stated in their Memorandum dated February 11, 2021.
- d. Fire Department operational conditions as stated in their Inter-Office Memorandum dated January 12, 2021.

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

#### 4.19 OPERATIONAL MITIGATION MEASURES **[RESERVED]**

#### 4.20 OTHER CONDITIONS APPLICABLE TO THE OPERATIONAL ASPECTS OF THE PROJECT

- a. Within 30 days of permit approval and prior to implementation of operational changes of the Winery, the permittee shall submit a Traffic Demand Management (TDM) Plan to the Planning Division and the Public Works Department for review and approval which addresses items numbered 3 and 4 of the Public Works Department Memorandum dated February 11, 2021 (See COA 4.18(d) above). Such plan shall be implemented for the life of the project. Reports documenting the reduction in trips and vehicle miles resulting from implementation of the TDM Plan shall be submitted to the PBES Department no later than January 31 of each calendar year. The PBES Director or the Director's designee may require project modifications for the permittee's failure to demonstrate active implementation of the TDM Plan.
- b. The permittee shall not implement any increases to production or tours and tastings, as described in COA 1.1.a and 4.2 herein, prior to completion of installation of the left-turn lane in Big Ranch Road, on-site wastewater treatment system expansion, and the Transient Non-Community Water System for the winery, as described in COA 1.1.g, 1.1.h and 1.1.i herein.

#### 4.21 PREVIOUS CONDITIONS

The permittee shall comply with the following previous conditions of approval for the winery use as consolidated into the attached document as Exhibit A. To the extent there is a conflict between a previous condition of approval identified in the attached document and these conditions, the more stringent condition shall control.

### **PART III**

## **5.0 PREREQUISITE FOR ISSUANCE OF PERMITS**

5.1 PAYMENT OF FEES

No building, grading or sewage disposal permits shall be issued or other permits authorized until all accrued planning permit processing fees have been paid in full. This includes all fees associated with plan check and building inspections, associated development impact fees established by County Ordinance or Resolution, and the Napa County Affordable Housing Mitigation Fee in accordance with County Code.

**6.0 GRADING/DEMOLITION/ENVIRONMENTAL/BUILDING PERMIT/OTHER PERMIT PREREQUISITES**

Permittee shall comply with the following with the submittal of a grading, demolition, environmental, building and/or other applicable permit applications.

6.1 COMPLIANCE WITH OTHER DEPARTMENTS AND AGENCIES – PLAN REVIEW, CONSTRUCTION AND PREOCCUPANCY CONDITIONS

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

- a. Engineering Services Division operational conditions as stated in their Memoranda dated February 12, 2021.
- b. Environmental Health Division operational conditions as stated in their Memorandum dated May 26, 2021.
- c. Department of Public Works operational conditions as stated in their Memorandum dated February 11, 2021.
- d. Fire Department operational conditions as stated in their Inter-Office Memorandum dated January 12, 2021.

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

6.2 BUILDING DIVISION – GENERAL CONDITIONS

- a. A building permit shall be obtained for all construction occurring on the site not otherwise exempt by the California Building Code (CBC) or any State or local amendment adopted thereto.
- b. If there are any existing structures and/or buildings on the property that will need to be removed to accommodate construction activities, a separate demolition permit shall be required from the Building Division prior to removal. The permittee shall provide a "J" number from the Bay Area Air Quality Management District (BAAQMD) at the time the permittee applies for a demolition permit if applicable.

- c. All areas of newly designed and newly constructed buildings, facilities and on-site improvements must comply with the Title 24 Accessibility requirements, as well as, other Americans with Disabilities Act requirements when applicable. When alterations or additions are made to existing buildings or facilities, an accessible path of travel to the specific area of alteration or addition shall be provided as required per the CBC.

#### 6.3 LIGHTING – PLAN SUBMITTAL

- a. Two (2) copies of a detailed lighting plan showing the location and specifications for all lighting fixtures to be installed on the property shall be submitted for Planning Division review and approval. All lighting shall comply with the CBC.
- b. All exterior lighting, including landscape lighting, shall be shielded and directed downward, shall be located as low to the ground as possible, shall be the minimum necessary for security, safety, or operations; on timers; and shall incorporate the use of motion detection sensors to the greatest extent practical. All lighting shall be shielded or placed such that it does not shine directly on adjacent properties or impact vehicles on adjacent streets. No flood-lighting or sodium lighting of the building is permitted, including architectural highlighting and spotting. Low-level lighting shall be utilized in parking areas as opposed to elevated high-intensity light standards. Lighting utilized during harvest activities is exempt from this requirement.

#### 6.4 LANDSCAPING – PLAN SUBMITTAL

- a. Two (2) copies of a detailed final landscaping and irrigation plan, including parking details, shall be submitted with the building permit application package for the Planning Division’s review and approval prior to the issuance of any building permit associated with this Use Permit. The plan shall be prepared pursuant to the County’s Water Efficient Landscape Ordinance (Chapter 18.118 of the County Code) requirements in effect at the time of building permit application submittal, as applicable, and shall indicate the names and locations of all plant materials to be used along with their method of maintenance.
- b. Plant materials shall be purchased locally when practical, and to the greatest extent possible, the plant materials shall be the same native plants found in Napa County. The Agricultural Commissioner’s office shall be notified of all impending deliveries of live plants with points of origin outside of Napa County.
- c. No trees greater than 6-inch diameter at breast height shall be removed, except for those identified on the submitted site plan. Any Oak trees removed as a result of the project shall be replaced at a 2:1 ratio and shown on the landscaping plans for the Planning Division’s review and approval. Trees to be retained shall be protected during construction by fencing securely installed at the outer most dripline of the tree or trees. Such fencing shall be maintained throughout the duration of the work undertaken in connection with the winery development/construction. In no

case shall construction material, debris or vehicles be stored in the fenced tree protection area.

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

#### 6.5 COLORS

The colors used for the roof, exterior walls and built landscaping features of the winery shall be limited to earth tones that will blend the facility into the colors of the surrounding site-specific vegetation. The permittee shall obtain the written approval of the Planning Division in conjunction with building permit review and/or prior to painting the building. Highly reflective surfaces are prohibited.

#### 6.6 OUTDOOR STORAGE/SCREENING/UTILITIES

- a. Details of outdoor storage areas and structures shall be included on the building and landscape plans. All outdoor storage of winery equipment shall be screened from the view of residences of adjacent properties by a visual barrier consisting of fencing or dense landscaping. No stored item shall exceed the height of the screening. Water and fuel tanks, and similar structures, shall be screened to the extent practical so as to not be visible from public roads and adjacent parcels.
- b. New utility lines required for this project that are visible from any designated scenic transportation route (see Community Character Element of the General Plan and the County Code) shall be placed underground or in an equivalent manner be made virtually invisible from the subject roadway.
- c. Exterior winery equipment shall be located, enclosed or muffled so as not to exceed noise thresholds in the County Code.

#### 6.7 TRASH ENCLOSURES

Adequate area must be provided for collection and loading of garbage and recyclables generated by the project. The applicant must work with the franchised garbage hauler for the service area in which they are located, in order to determine the area and the pedestrian and vehicle access needed for the collection site. The garbage and recycling enclosure shall meet the minimum enclosure requirements established by staff and the franchised hauler, which shall be included in the building permit submittal.

#### 6.8 ADDRESSING

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

#### 6.9 HISTORIC RESOURCES **[RESERVED]**

- 6.10 DEMOLITION ACTIVITIES **[RESERVED]**
- 6.11 VIEWSHED – EXECUTION OF USE RESTRICTION **[RESERVED]**
- 6.12 PERMIT PREREQUISITE MITIGATION MEASURES **[RESERVED]**
- 6.13 PARCEL CHANGE REQUIREMENTS **[RESERVED]**
- 6.14 FINAL MAPS **[RESERVED]**
- 6.15 OTHER CONDITIONS APPLICABLE TO THE PROJECT PERMITTING PROCESS
  - a. The permittee shall be responsible for construction of a left-turn lane in the right-of-way of Big Ranch Road at the main winery driveway, as described in the February 11, 2021, memorandum from the Napa County Department of Public Works. The permittee shall submit plans for this improvement to the Napa County Department of Public Works, and evidence of submittal of improvement plans to the Department of Public Works shall be submitted to the Napa County Planning Division prior to submittal of the first building permit application for the project. The left-turn lane shall be designed in conformance with the requirements of the County Code and Napa County Road and Street Standards (RSS). The Director of Public Works or the Director’s designee shall have authority to approve the plans, and no building permit for the project shall be issued prior to the Public Works Director’s or designee’s approval of the roadway improvement plans and issuance of the associated encroachment permit.
  - b. No building permit shall be issued for the winery building expansion prior to the permittee’s submittal to the Napa County Environmental Health Division of the PBES Department of all necessary plans, reports and permit applications for the on-site wastewater treatment system expansion and Transient Non-Community Water System, as described in COA 1.1.g and 1.1.h.
  - c. Prior to the issuance of a building permit, the applicant shall obtain final PBES Director authorization of the building colors to ensure compliance with COA 6.5 above.

**7.0 PROJECT CONSTRUCTION**

**7.1 SITE IMPROVEMENTS**

- a. **GRADING AND SPOILS**  
All grading and spoils generated by construction of the project facilities shall be managed per Engineering Services direction. Alternative locations for spoils are permitted, subject to review and approval by the PBES Director, when such alternative locations do not change the overall concept, and do not conflict with any environmental mitigation measures or conditions of approval.

b. DUST CONTROL

Water and/or dust palliatives shall be applied in sufficient quantities during grading and other ground disturbing activities on-site to minimize the amount of dust produced. Outdoor construction activities shall not occur when average wind speeds exceed 20 miles per hour.

c. AIR QUALITY

During all construction activities, the permittee shall comply with the most current version of BAAQMD Basic Construction Best Management Practices including but not limited to the following, as applicable:

1. Post a publicly visible sign with the telephone number and person to contact at the lead agency regarding dust complaints. The BAAQMD's phone number shall also be visible.
2. Water all exposed surfaces (e.g., parking areas, staging areas, soil piles, grading areas, and unpaved access roads) two times per day.
3. Cover all haul trucks transporting soil, sand, or other loose material off-site.
4. Remove all visible mud or dirt traced onto adjacent public roads by using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
5. All vehicle speeds on unpaved roads shall be limited to 15 miles per hour.
6. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.
7. Idling times shall be minimized either by shutting off equipment when not in use or reducing the maximum idling time to five (5) minutes (as required by State Regulations). Clear signage shall be provided for construction workers at all access points.
8. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator. Any portable engines greater than 50 horsepower or associated equipment operated within the BAAQMD's jurisdiction shall have either a California Air Resources Board (ARB) registration Portable Equipment Registration Program (PERP) or a BAAQMD permit. For general information regarding the certified visible emissions evaluator or the registration program, visit the ARB FAQ [http://www.arb.ca.gov/portable/perp/perpfact\\_04-16-15.pdf](http://www.arb.ca.gov/portable/perp/perpfact_04-16-15.pdf) or the PERP website <http://www.arb.ca.gov/portable/portable.htm>.

d. **STORM WATER CONTROL**

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

7.2 **ARCHEOLOGICAL FINDING**

In the event that archeological artifacts or human remains are discovered during construction, work shall cease in a 50-foot radius surrounding the area of discovery. The permittee shall contact the PBES Department for further guidance, which will likely include the requirement for the permittee to hire a qualified professional to analyze the artifacts encountered and to determine if additional measures are required.

If human remains are encountered during project development, all work in the vicinity must be halted, and the Napa County Coroner informed, so that the Coroner can determine if an investigation of the cause of death is required, and if the remains are of Native American origin. If the remains are of Native American origin, the permittee shall comply with the requirements of Public Resources Code Section 5097.98.

7.3 **CONSTRUCTION NOISE**

Construction noise shall be minimized to the greatest extent practical and feasible under State and local safety laws, consistent with construction noise levels permitted by the General Plan Community Character Element and the County Noise Ordinance. Construction equipment muffling and hours of operation shall be in compliance with the County Code. Equipment shall be shut down when not in use. Construction equipment shall normally be staged, loaded, and unloaded on the project site, if at all practicable. If project terrain or access road conditions require construction equipment to be staged, loaded, or unloaded off the project site (such as on a neighboring road or at the base of a hill), such activities shall only occur daily between the hours of 8:00 a.m. to 5:00 p.m.

7.4 **CONSTRUCTION MITIGATION MEASURES [RESERVED]**

7.5 **OTHER CONSTRUCTION CONDITIONS APPLICABLE TO THE PROJECT PROPOSAL [RESERVED]**

**8.0 TEMPORARY CERTIFICATE OF OCCUPANCY – PREREQUISITES**

A Temporary Certificate of Occupancy (TCO) may be granted pursuant to the County Code to allow the commencement of production activities prior to completion of all project improvements. Permittee shall comply with the following before a TCO is granted:

8.1 **TEMPORARY OCCUPANCY**

All life and safety conditions shall be addressed prior to issuance of a TCO by the County Building Official. TCOs shall not be used for the occupancy of hospitality buildings and shall not exceed the maximum time allowed by the County Code which is 180 days. Departments and/or agencies with jurisdiction over the project are authorized as part of the TCO process to require a security deposit or other financial instrument to guarantee completion of unfinished improvements.

**9.0 FINAL CERTIFICATE OF OCCUPANCY – PREREQUISITES**

Permittee shall comply with the following before a Final Certificate of Occupancy is granted by the County Building Official, which upon granting, authorizes all use permit activities to commence.

**9.1 FINAL OCCUPANCY**

All project improvements, including compliance with applicable codes, conditions, and requirements of all Departments and Agencies with jurisdiction over the project, shall be completed.

**9.2 SIGNS [RESERVED]**

**9.3 GATES/ENTRY STRUCTURES [RESERVED]**

**9.4 LANDSCAPING**

Landscaping shall be installed in accordance with the approved landscaping plan.

**9.5 ROAD OR TRAFFIC IMPROVEMENT REQUIREMENTS [RESERVED]**

The permittee shall construct a left-turn lane in the right-of-way of Big Ranch Road at the existing, asphalt-paved winery access road. The design of the left-turn lane shall be submitted to the Public Works Department for review and approval. The left-turn lane shall be designed in substantial conformance with the submitted site plan, and other submittal materials and shall comply with all requirements of the County Code and Napa County Road and Street Standards.

**9.6 DEMOLITION ACTIVITIES [RESERVED]**

**9.7 GRADING SPOILS [RESERVED]**

All spoils shall be removed in accordance with the approved grading permit and/or building permit.

**9.8 MITIGATION MEASURES APPLICABLE PRIOR TO ISSUANCE OF A FINAL CERTIFICATE OF OCCUPANCY [RESERVED]**

**9.9 OTHER CONDITIONS APPLICABLE PRIOR TO ISSUANCE OF A FINAL CERTIFICATE OF OCCUPANCY [RESERVED]**

## EXHIBIT A

### PLANNING COMMISSION HEARING – JUNE 2, 2021 PREVIOUS CONDITIONS OF APPROVAL

**Materra Winery, Use Permit Major Modification Application No. P20-00184-MOD  
4326 Big Ranch Road, Napa , California  
Assessor's Parcel No. 036-160-003**

#### 4.21 PREVIOUS CONDITIONS

The permittee shall comply with the following previous conditions of approval for the winery use as consolidated into the attached document as Exhibit A. To the extent there is a conflict between a previous condition of approval identified in the attached document and these conditions, the more stringent condition shall control.

**Operational conditions from previous entitlements that are not modified with this Use Permit Major Modification Application No. P20-00184-MOD are listed below. Where a previously-approved condition has been modified by a subsequent Use Permit Modification or would be modified by this Use Permit Major Modification approval (P20-00184-MOD), the text of the approved condition is typed using ~~strike through~~ font.**

#### A. Use Permit No. P08-00428-UP

##### 1.0 SCOPE: This approval shall be limited to allow

- ~~Wine production of no more than 50,000 gallons per year (consistent with the Napa County Winery Production Process);~~
- ~~Construction of a 15,371 sq. ft. winery building including production, storage, office, and a 5,094 sq. ft. uncovered outdoor crush pad and 3,600 sq. ft. loading area;~~
- ~~Three full-time, three part-time employees and 2-4 seasonal employees;~~
- Construction of 24 parking spaces, including on ADA-accessible space;
- Construction of a new winery access road on Big Ranch Road;
- Installation of three 10,000 gallon fire flow and domestic water tanks;
- Treated process wastewater system subject to ongoing permitting and regulation by the Department of Environmental Management; and
- Hours of operation for the winery shall be limited to 7 AM to 5 PM, Monday through Friday. During harvest and crush the days of operation will include Saturday and Sunday.

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

**2.0    MARKETING:** This approval shall be limited to:

- 12 marketing events annually with a maximum of 25 persons per event;
- 12 marketing events annually with a maximum of 50 persons per event; and
- Two harvest events annually with a maximum of 100 persons.

Marketing events may include catered food, but may not include outdoor amplified music.

“Marketing of wine” means any activity of a winery identified in this paragraph which is conducted at the winery and is limited to members of the wine trade, persons who have pre-established business or personal relationships with the winery or its owners, or members of a particular group for which the activity is being conducted on a prearranged basis. Marketing of wine is limited to activities for the education and development of the persons or groups listed above with respect to wine which can be sold at the winery on a retail basis, and may include food service without charge except to the extent of cost recovery when provided in association with such education and development, but shall not include cultural and social events unrelated to such education and development. (Ord. 1104 Sec. 11, 1996; Ord. 947 Sec. 9 (part), 1990; prior code Sec. 12071).

The start and finish time of all activities shall be scheduled to minimize vehicles arriving or leaving between 4:00 PM and 6:00 PM. Parking during marketing events shall be subject to all requirements enumerated elsewhere in these conditions of approval and in those documents incorporated herein by reference.

**21.    TEMPORARY EVENTS**

The permittee shall fully comply with the requirements of the Napa County Temporary Events Ordinance (N.C.C. Chapter 5.36). No charitable or other event which would otherwise be subject to the requirements of the Napa County Temporary Events Ordinance shall be deemed to be a marketing activity simply because attendance at the event is by invitation only.

**B.    Use Permit Very Minor Modification No. P13-00238-VMM**

**1.    SCOPE**

The permit modification shall be limited to:

1. Construction of a 11,543 square feet production facility to include approximately:
  - a. 9,866 square foot production area;
  - b. 184 square foot laboratory;
  - c. 133 square foot restroom;
  - d. 710 square foot office area, and
  - e. 152 square foot employee break area
2. Construction of a 15,738 square feet barrel storage and tasting area facility to include approximately:
  - a. 12,087 square foot barrel storage area, and

- b. 3,641 square foot tasting/hospitality area including approximately:
  - i. 1,390 square foot tasting area,
  - ii. 92 square foot kitchen area,
  - iii. 316 square foot wine library,
  - iv. 234 square foot office area,
  - v. 316 square foot wine library,
  - vi. 208 square foot storage area,
  - vii. 482 square foot entry hallway, and
  - viii. 546 square foot restroom.
  - ix.
- 3. Construction of a new winery main entrance to be location on Big Ranch Road approximately 200 feet south of its T-intersection with Oak Knoll Ave (west);
- 4. Construction of an entry gate structure to include a winery identification sign; and
- 5. On-premise wine consumption of wine purchased at the winery consistent with Assembly Bill 2004 (Evans) may occur solely in the tasting room/hospitality and barrel storage facility and adjacent landscaped area.

No other changes are being requested, no change in annual production, no change in hours of operation, no change in visitation or marketing program, and no change in marketing program. NOTE: The design/style of the winery facilities will change to a French farmhouse chateau style.

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

**2. PROJECT SPECIFIC CONDITIONS**

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

**A. Evans Consumption**

Consistent with Assembly Bill 2004 (Evans) and the Planning, Building, and Environmental Services Director’s July 17, 2008 memo, “Assembly Bill 2004 (Evans) & the Sale of Wine for Consumption On-Premises,” on-premise consumption of wine purchased at the winery may occur solely in the tasting room/hospitality and barrel storage facility and adjacent landscaped area. Any and all visitation associated with on-premise consumption shall be subject to the ~~18 person~~ maximum daily tours and tastings visitation limitation and/or applicable limitations of permittee’s marketing plan.

**B. Entry/gate structure and sign**

The entry/gate structure and sign will be in substantial conformance with the application submittal dimensions. The entry structure shall be 80 feet in length, 42 inch high wing walls with two 3-foot square high by 6 foot high

pillars supporting an wrought iron gate 6 foot high with a 20 foot wide clear opening. On the wing walls will be the winery identification sign with raised dark bronze letter with LED back lighting. The lettering shall be approximately 12 inches in height.

**C. Use Permit Major Modification No. P15-00071-MOD**

**1.0 SCOPE**

This permit shall be limited to

1.1 Approval of a Use Permit Major Modification (P15-00071-MOD) to:

- a. ~~Increase in the winery's permitted annual production from 50,000 gallons of wine to 85,000 gallons of wine; and~~
- b. Modify the existing septic system on-site to include a new, 2,000-gallon, below-ground septic tank alongside the 5,000-gallons of underground tank storage area behind (east of) the new winery production building, in order to accommodate the additional process waste water from the proposed increase in production.

The winery buildings and outdoor processing areas on-site shall not be expanded for sake of this production increase, and no increases shall be made to the winery's approved parking, employment, or visitation and marketing programs.

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

**7.0 SIGNS**

Prior to installation of any new winery identification or directional signs, detailed plans, including elevations, materials, color, and lighting, shall be submitted to the PBES Department for administrative review and approval. Administrative review and approval is not required if signage to be installed is consistent with signage plans submitted, reviewed and approved as part of this use permit approval. All signs shall meet the design standards as set forth in County Code Chapter 18.116. At least one sign placed and sized in a manner to inform the public must legibly post the words "Tours and Tastings by Prior Appointment Only".

**D. Use Permit Very Minor Modification No. P16-00362-VMM**

**1.0 SCOPE**

This permit encompasses and shall be limited to construction of a peaked, insulated panel roof enclosure over an existing, concrete-paved racking area between the existing barrel storage and production buildings of the Materra Winery. No other changes to the previously-approved site plan or winery operation, including but not limited to signage, landscaping, gates or entry

features, visitation or marketing programs, the number of employees or the quantity of wine produced annually, are requested or approved with this permit.

The racking area roof shall be designed and constructed in substantial conformance with the submitted site plan, elevation drawings, and other submittal materials date stamped September 2, 2016, and it shall comply with all requirements of the Napa County Code (the County Code). It is the responsibility of the permittee to communicate the requirements of these conditions to all designers, contractors and employees to ensure that compliance is achieved. Any expansion or changes in use outside the scope of this action shall be evaluated in accordance with County Code section 18.124.130 and may be subject to the use permit modification process.

## **E. Use Permit Major Modification No. P17-00156-MOD**

### **1.1 SCOPE**

This permit encompasses and shall be limited to

1.1 Approval to modify an existing 85,000 gallon per year winery, previously approved under Use Permit P08-00428 and Modifications P13-00238 and P15-00071 to allow the following:

- a. ~~An increase in annual production of up to 110,000 gallons of wine;~~
- b. Installation of a 4,000 gallon septic system for waste water associated with the increase in production; and
- c. The suspension of the previously approved 25 and 50 person food and wine pairing Marketing events from August 1 through October 31;

The winery shall be designed in substantial conformance with the submitted site plan, elevation drawings, and other submittal materials and shall comply with all requirements of the Napa County Code (the County Code). It is the responsibility of the permittee to communicate the requirements of these conditions and mitigations (if any) to all designers, contractors, employees, and guests of the winery to ensure compliance is achieved. Any expansion or change in winery use or alternative locations for fire suppression or other types of water tanks shall be approved in accordance with the County Code and may be subject to the permit modification process.



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**Planning, Building & Environmental Services**

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

**David Morrison**  
Director

## MEMORANDUM

To: Dana Ayers, Planning	From: Jeannette Doss, Engineering <i>JD</i>
Date: February 12, 2021	Re: Materra Winery Use Permit Mod – Engineering CoA 4326 Big Ranch Rd, Napa, CA P20-00184 APN 036-160-003-000

The Engineering Division received a referral for comment on a modification to an existing use permit. Based upon the information provided in the application, Engineering finds the application **complete** and recommends the following conditions of approval:

### EXISTING CONDITIONS:

1. Napa County Parcel 036-160-003 is located on the East side of Big Ranch Road and South of Oak Knoll Avenue (East) and East of the intersection of Oak Knoll Avenue (West) and Big Ranch.
2. The existing parcel is approximately 50 acres.
3. Site is currently developed with a winery, associated winery accessory structures, vineyards, and a private residence.
4. Project frontage exists along Big Ranch Road and Oak Knoll Avenue (East).
5. Parcel contains FEMA floodway, 100 yr flood hazard area as well as 500 year flood hazard area.
6. There are two existing wells serving this parcel.

### RECOMMENDED APPROVAL CONDITIONS:

### OPERATIONAL CHARACTERISTICS

1. Should any existing outdoor/uncovered loading/unloading areas and/or processing areas, including but not limited to wine grape crushing/pressing, juice fermentation, blending and fining, filtration and bottling, be modified, expanded and/or improved in the future, Napa County may require these areas to be paved and performed undercover.
2. The facility is designated as a discharger that discharges stormwater associated with industrial activity to waters of the United States. Therefore, the facility shall maintain or apply for coverage

under the State Water Resources Control Board's Industrial General Permit (IGP), including meeting all applicable provision and protocols of the IGP. If the facility fails to meet the discharge prohibitions of the IGP, Napa County may require the facility to make the necessary improvements to eliminate all exposures to stormwater of the pollutant(s) for which the water body is impaired.

3. The project meets the warrants for the installation of a left turn lane on the southbound Big Ranch Road approach to the project main driveway.
4. All roadway, access drive, and parking area improvements shall be completed **prior to execution** of any new entitlements approved under this Use Permit Modification.

#### PREREQUISITES FOR ISSUANCE OF PERMITS

5. All on site civil improvements including but not limited to the excavation, fill, general grading, drainage, curb, gutter, surface drainage, storm drainage, parking and drive isles, shall be constructed according to plans prepared by a registered civil engineer, which will be reviewed and approved by the Engineering Division of the Napa County Planning, Building, and Environmental Services Department (PBES) **prior to the commencement** of any on site land preparation or construction. Plans shall be wet signed and submitted with the grading permit documents at the time of permit application. A plan check fee will apply.
6. Grading and drainage improvements shall be constructed according to the current Napa County Road and Street Standards, Chapter 16.28 of the Napa County Code, and Appendix J of the California Building Code.
7. **Prior to issuance of a building permit and/or grading permit** the owner shall submit the necessary documents for Erosion Control as determined by the area of disturbance of the proposed development in accordance with the Napa Countywide Stormwater Pollution Prevention program Erosion and Sediment Control Plan Guidance for Applicant and Review Staff dated December
8. **Prior to issuance of a building or grading permit** the owner shall demonstrate on the plans that all roadways, access driveways, and parking areas serving the project either currently meet the requirements and/or how they will be improved to meet the requirements as outlined in the latest edition of the Napa County Road & Street Standards for Commercial development at the time of approval of this application.
9. **Prior to issuance of a building or grading permit** the owner shall prepare a Stormwater Control Plan (SCP) in accordance with the latest edition of the BASMAA Post-Construction Manual for review and approval by the Engineering Division in PBES.

10. **Prior to issuance of a building permit**, an Operation and Maintenance Plan shall be submitted and tentatively approved by the Engineering Division in PBES. **Before final occupancy** the property owner must legally record the “Operation and Maintenance Agreement”, approved by the Engineering Division in PBES.

**PREREQUISITES FOR TEMPORARY CERTIFICATE OF OCCUPANCY**

11. All roadway and parking improvements including improvements in the Public Right-of-Way shall be completed **prior to execution** of any new entitlements approved under this Use Permit Modification.

**\*\* If no temporary occupancy is requested, then the above become a requirement prior to final occupancy.**

**PREREQUISITES FOR FINAL CERTIFICATION OF OCCUPANCY**

12. Operations and Maintenance Agreement for any required post-construction Stormwater facilities must be legally recorded.
13. Site shall be completely stabilized to the satisfaction of the County Engineer prior to Final Occupancy.

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

If you have any questions regarding the above items, please contact Jeannette Doss from Napa County Planning, Building, and Environmental Services Department, Engineering and Conservation Division, at (707) 259-8179 or by email at [Jeannette.Doss@countyofnapa.org](mailto:Jeannette.Doss@countyofnapa.org)



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**David Morrison**  
Director

**MEMORANDUM**

To: Dana Ayers, Project Planner	From: Kim Withrow, Environmental Health Supervisor
---------------------------------	----------------------------------------------------

Date: May 26, 2021	Re: Materra Winery APN: 036-160-003 Project #: P20-00184
--------------------	----------------------------------------------------------------

This Division has reviewed a revised application requesting approval to modify an existing use permit by increasing production, adding visitation and employees among other items as described and depicted in application materials. This Division has no objection to approval of the application with the following conditions of approval:

Prior to building permit issuance:

1. Plans for the proposed wastewater system expansion shall be designed by a licensed Civil Engineer or Registered Environmental Health Specialist and be accompanied by complete design criteria based upon local conditions. No building clearance (or issuance of a building permit) for any structure that generates wastewater to be disposed of by this system will be approved until such plans are approved by this Division.

Please be advised-requirements for process wastewater treatment systems in Napa County are being reviewed and will be modified to comply with State Water Quality Control Board (SWQCB) minimum standards.

2. A permit to construct the wastewater system improvements must be secured from this Division prior to approval of a building clearance (or issuance of a building permit) for any structure that generates wastewater to be disposed of by this system. An annual operating permit is required or enrollment under the State of California Winery General Order will be required depending upon timing of the project.
3. The water supply and related components must comply with the California Safe Drinking Water Act and Related Laws. This will require plan review and approval prior to approval of building permits. The technical report must be completed by a licensed engineer with experience in designing water systems. The preliminary technical report

must be submitted to the Regional Water Quality Control Board staff a minimum of six (6) months prior to beginning any water-related improvement in accordance with the California Health and Safety Code, Section 116527. Prior to occupancy, the owner must apply for and obtain an annual operating permit for the water system from this Division. The applicant must comply with all required monitoring and reporting.

4. Complete plans and specifications for the food preparation, service area(s), storage area(s) and the employee restrooms must be submitted for review and approval by this Division prior to issuance of any building permits for said areas. An annual food permit will be required.

During construction and prior to final occupancy:

5. During the construction, demolition, or renovation period of the project the applicant must use the franchised garbage hauler for the service area in which they are located for all wastes generated during project development, unless applicant transports their own waste. If the applicant transports their own waste, they must use the appropriate landfill or solid waste transfer station for the service area in which the project is located.

Upon final occupancy and thereafter:

6. Catered food must be prepared and *served* by a Napa County permitted caterer. If the caterer selected does not possess a valid Napa County Permit to operate, refer the business to this Division for assistance in obtaining the required permit prior to providing any food service.
7. The applicant shall provide portable toilet facilities for guest use during events of more than 50 persons as indicated in the septic feasibility report/use permit application. The portable toilet facilities must be pumped by a Napa County permitted pumping company.
8. Within 30 (thirty) days of initiation of the use or change of tenants, an updated Hazardous Materials Business shall be submitted to <http://cers.calepa.ca.gov/> and approved by this Division.
9. The use of the absorption field/drain field area shall be restricted to activities which will not contribute to compaction of the soil with consequent reduction in soil aeration. Activities which must be avoided in the area of the septic system include equipment storage, traffic, parking, pavement, livestock, etc.
10. All solid waste shall be stored and disposed of in a manner to prevent nuisances or health threats from insects, vectors and odors.
11. All diatomaceous earth/bentonite must be disposed of in an approved manner. If the proposed septic system is an alternative sewage treatment system the plan submitted for review and approval must address bentonite disposal.



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Department of Public Works

1195 Third Street, Suite 101  
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Main: (707) 253-4351  
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**Steven Lederer**  
Director

## MEMORANDUM

To: PBES Staff	From: Ahsan Kazmi, P.E. Senior Traffic Engineer
Date: February 11, 2021	Re: Materra Winery (P20-00184) Conditions of Approval

This memorandum on the Conditions of Approval is prepared at the request of Planning, Building, and Environmental Services (PBES) staff regarding the Use Permit Modification # P20-001842, for the proposed Materra Winery, located at 4326 Big Ranch Road in the County of Napa.

In preparation of this memorandum, we have reviewed the *Materra Winery Use Permit Modification 2020 Final Traffic Impact Report*, dated December 3, 2020, prepared by Crane Transportation Group.

After careful evaluation and review of the document, we believe that the report provides sufficient information to develop conditions for the project.

**The Department of Public Works established the following conditions of approval related to the Use Permit Application Number P20-00184:**

### **Left Turn Lane:**

1. The project applicant/permittee will provide a left turn lane on southbound Big Rand Road to the Materra Winery Main Driveway.

### **Marketing**

2. The project applicant/permittee shall not exceed the maximum number of visitors of 34 per day.

### **Transportation Demand Management (TDM) Program**

3. The project applicant/permittee shall implement the Transportation Demand Management (TDM) strategies included in the report to reduce single-occupant vehicle use, encouraging more energy-efficient forms of transportation and contributing towards the County's greenhouse gases emission reduction goals by 15 percent.
4. The project applicant/permittee shall appoint a staff person appointed as Transportation Demand Management (TDM) coordinator to facilitate employees reducing solo-vehicle

commuting and report to County staff on January 15th of each year (annual basis) on the status on the strategies implemented.

### **On Street Parking**

5. Parking within the public right-of-way will be prohibited during visitation and marketing events.

### **Bicycle Parking**

6. The project/applicant shall provide bicycle parking spaces per the Napa County Municipal Code 18.110.040: 2 bicycle parking spaces per 5-10 automobile parking spaces, 10 bicycle parking spaces per 10 or more automobile parking spaces.

### **Landscaping Maintenance**

7. Landscaping at the project driveway shall be maintained to not interfere with sight lines requires for safe stopping distance on the public-right-of-way. No items that are wide than 18 inches can be taller than 30 inches other than street trees and traffic control devices. Street trees should be deciduous and have branches lower than 4 feet in height up kept once the tree is established.

### **Encroachment Permit**

8. An encroachment permit will be required for any improvements in the County's Right-of-Way. For the application submittal process contact the Roads Division at 707-944-0196. The improvements shall be constructed in compliance with the Napa County Road & Street Standards. The Registered Civil Engineer, upon completion of the improvements, must certify to the Department of Public Works that the improvements are made in accordance with all conditions of approval, including any related land use permit conditions and the approved improvement plans. Completion of improvements and certification shall be completed prior to occupancy or establishment of use. Please contact the Roads office at (707) 944-0196 to initiate the encroachment permit process. Any improvements located on Caltrans Right-of-Way will require a separate coordination and permitting process.

Please contact Ahsan Kazmi, P.E. Senior Traffic Engineer at [Ahsan.Kazmi@countyofnapa.org](mailto:Ahsan.Kazmi@countyofnapa.org) or call (707) 259-8370 if you have any questions.



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Napa County Fire Department  
Fire Marshal's Office  
Hall of Justice, 2nd Floor  
1125 3rd Street  
Napa, CA 94559

Office: (707) 299-1466

Adam Mone  
Fire Plans Examiner

## MEMORANDUM

TO: Planning	DATE: 1/12/2021
FROM: Adam Mone, Plans Examiner	
SUBJECT: <b>P20-00184, Materrra, Major Modification</b> APN: <b>036-160-003-000</b>	

The Napa County Fire Marshal's Office has reviewed the submittal package for the above proposed project. The Fire Marshal approves the project as submitted with the following conditions of approval:

1. All construction and use of the facility shall comply with all applicable standards, regulations, codes and ordinances at time of Building Permit issuance.
2. Beneficial occupancy will not be granted until all fire department fire and life safety items have been installed, tested and finalized.
3. Separate submittals required for Underground Fire Lines, Fire Pump, Automatic Fire Sprinklers, Fire Alarm Systems, Kitchen Hood Extinguishing Systems, High Piled Storage (any combustibles stored over 12 feet in height).
4. All buildings, facilities, and developments shall be accessible to fire department apparatus by way of approved access roadways and/or driveways. The fire access road shall comply with the requirements of the Napa County Road & Street Standards.
5. Access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. Provide an engineered analysis of the proposed roadway noting its ability to support apparatus weighing 75,000 lbs.
6. Provide fire department access roads to within 150 feet of any exterior portion of the buildings as measured by an approved route around the exterior of the building or facility.
7. Roadways shall be a minimum of 20 feet in width with a 2 foot shoulder and 15 foot vertical clearance.



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Adam Mone  
Fire Plans Examiner

## MEMORANDUM

8. Driveways shall be a minimum of 10 feet in width with a 4 foot shoulder and 15 foot vertical clearance.
9. Turnouts shall be a minimum of 12 feet in width, 30 foot in length and 25 foot taper on each end.
10. Turnarounds are required on driveways and dead end roadways.
11. Grades for all roadways and driveways shall not exceed 16 percent.
12. Roadway radius shall not have an inside radius of less than 50 feet. And additional surface width of 4 feet shall be added to curves of 50-100 feet radius and 2 feet to curves of 100-200 feet radius.
13. Gates for driveways and/or roadways shall comply with the California Fire Code, section 503.5 and the Napa County Road & Street Standards and CA Fire Safe Regulations for projects within SRA.
14. Commercial - Water storage (for buildings not served by a public water system) and fire flow calculations shall be provided by a Certified State Licensed Civil Engineer, C-16 licensed contractor, or registered engineer indicating compliance with California Fire Code Appendix B and the Napa County Municipal Code.
15. Commercial - Approved steamer hydrants shall be installed within 250 feet of any exterior portion of the building as measured along vehicular access roads. Private fire service mains shall be installed, tested and maintained per NFPA 24.
16. Commercial - Fire Department Connections (FDC) for automatic sprinkler systems shall be located fully visible and recognizable from the street or fire apparatus access roads. FDC shall be located within 50 feet of an approved fire hydrant.
17. Commercial - The minimum main size of all fire hydrants shall be 6 inches in diameter. Piping shall be installed with C-900 class 200 piping or ductile iron or equivalent per NFPA 24 for the installation of Underground Fire Protection Mains
18. An automatic fire sprinkler system shall be installed in accordance with provisions set forth in the California Fire Code as amended by the County of Napa and the applicable National Fire Protection Association Standard. Automatic fire sprinkler systems shall be designed by a fire protection engineer or C-16 licensed contractor.



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Fire Plans Examiner

## MEMORANDUM

19. All buildings shall comply with California Fire Code, Chapter 10 Means of Egress requirements. Including but not limited to; exit signs, exit doors, exit hardware and exit illumination.
20. Provide 100 feet of defensible space around all structures.
21. Provide 10 feet of defensible space fire hazard reduction on both sides of all roadways of the facility.
22. Emergency responder radio coverage **in** new buildings. All new buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems of the jurisdiction at the exterior of the building.

Please note that the comments noted above are based on a Fire Marshal review only. There may be additional comments or information requested from other County Departments or Divisions reviewing this application submittal package. Napa County Fire Marshal's Office Development Guidelines can be found @ [www.countyofnapa.org/firemarshal](http://www.countyofnapa.org/firemarshal). Should you have any questions of me, contact me at (707)299-1466 or email at [adam.mone@countyofnapa.org](mailto:adam.mone@countyofnapa.org)