



A Tradition of Stewardship
A Commitment to Service

AGENDA

NAPA COUNTY CONSERVATION, DEVELOPMENT AND PLANNING COMMISSION

Wednesday November 17, 2010
9:00 AM

COMMISSION MEMBERS

<i>CHAIRPERSON</i> <i>Heather Phillips</i> <i>District # 1</i>	<i>COMMISSIONER</i> <i>Michael Basayne</i> <i>District # 2</i>	<i>COMMISSIONER</i> <i>Terry Scott</i> <i>District # 4</i>	<i>COMMISSIONER</i> <i>Bob Fiddaman</i> <i>District # 3</i>	<i>VICE-CHAIRPERSON</i> <i>Matt Pope</i> <i>District # 5</i>
<i>COMMISSION COUNSEL</i> <i>Laura Anderson & Minh Tran</i>		<i>SECRETARY-DIRECTOR</i> <i>Hillary Gitelman</i>	<i>COMMISSION CLERK</i> <i>Melissa Gray</i>	

The Commission welcomes you to its meeting which is regularly scheduled the first and third Wednesday of the month. The Commission meets at 1195 Third Street, Suite 305, Napa. The following information is provided to ensure your understanding and participation in the Commission's meeting and decision making process. Your comments and participation in the meeting are invited and would be welcomed. It is our desire to give everyone an opportunity to speak and be heard in a timely manner and within an atmosphere of respect and diplomacy. These procedures are meant to foster an atmosphere of respect. Assistive listening devices are available for the hearing impaired from the office of the Clerk of the Board. If an ASL interpreter or any other special arrangement is required, please provide the Clerk of the Commission with 24-hour notice by calling 253-4417.

ITEMS TO BE DECIDED WITHOUT ADDITIONAL TESTIMONY:

Items listed under this section on the agenda are regular items which are recommended for approval or continuance by staff with the applicant's consent concerning conditions of approval, when the applicant has signed any required project revision statement and when no member of the Commission or public indicates a desire to comment or ask questions about the item. These items regardless of their agenda assigned number will be acted upon by the Commission in one motion at the beginning of the meeting. Applicants having items so listed need not speak unless they disagree with the staff recommendation or wish to comment. If an Item requires discussion, it will be heard in the numerical order listed on the agenda.

PERSONS WISHING TO SPEAK CONCERNING AN AGENDA ITEM:

If you wish to speak on an item on the Agenda and under discussion by the Commission, you may do so upon receiving recognition from the Chairperson. After being recognized by the Chairperson, please step to one of the microphones and state your name and address and make your presentation. No comment or testimony shall be shouted from the audience. All comments are to be directed to the Commission, including inquiries requiring staff response. Time limitations shall be at the discretion of the Chair or Commission.

APPEAL PROCEDURE:

If you do not agree with the Commission's decision or the conditions that may have been imposed by the Commission in approving an agenda item, you may appeal the Commission's action to the Napa County Board of Supervisors. Appeal must be filed within ten (10) working days from the date of the Commission's action.

Appeals may be limited to those issues raised at the public hearing relating to the agenda item or to written correspondence delivered to the Planning Commission at or prior to the public hearing. For additional information concerning the County's Ordinance requirements for filing an appeal or to obtain the required forms to file an appeal, please stop at the front counter in the County Executive Office/Clerk of the Board, 1195 Third Street, Suite 310 in Napa. If you have any question concerning the appeals procedure, please call (707) 253 4580 and request assistance.

DISCLOSURE – CONFLICT OF INTEREST:

State law requires agency officers (Commissioners, Directors, Board members) to disclose, and then be disqualified from participation in, any proceeding involving a license, permit, or other entitlement for use, if the officer has received from any participant in the proceeding an amount exceeding \$250 within the prior 12 month period. State law also requires any participant in a proceeding to disclose on the record any such contributions to an agency officer.

All materials relating to an agenda item for an open session of a regular meeting of the Planning Commission which are provided to a majority or all of the members of the Commission by Commissioners, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at the time of such distribution, in the office of the Clerk of the Planning Commission, 1195 Third Street, Suite 210, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Commission at the meeting will be available for public inspection at the public meeting if prepared by the members of the Commission or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

Agenda available on line at www.countyofnapa.org

1. CALL TO ORDER / ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CITIZEN COMMENTS AND RECOMMENDATIONS

The Commission invites Citizen comments and recommendations concerning current problems and future prospects of a planning nature which are within the jurisdiction of the Conservation, Development & Planning Commission. Anyone who wishes to speak to the Commission on such a matter, if it is not on the agenda, may do so at this time.

4. APPROVAL OF MINUTES - None

5. DIRECTOR'S REPORT

- BOARD OF SUPERVISORS ACTIONS
- OTHER DEPARTMENT ACTIVITIES

6. AGENDA REVIEW

7. DISCLOSURES

8. PUBLIC HEARING ITEMS TO BE DECIDED WITHOUT ADDITIONAL TESTIMONY

9. PUBLIC HEARING ITEMS

- A. **SUSANNA ROGERS KELHAM TR/ KELHAM VINEYARDS - KELHAM VINEYARDS WINERY USE PERMIT MODIFICATION #P010-00177-MOD**

CEQA Status: Negative Declaration has been prepared. According to the proposed Negative Declaration, the proposed project would not have any potentially significant environmental impacts. The project site is not on any of the the lists of hazardous waste sites enumerated under Government Code Section 65962.5

Request: Approval of a major modification to Use Permit # 98372-UP to 1) convert an existing 1,576 sq. ft. residence to be used for wine tasting, sales, and marketing; 2) convert 1,641 sq. ft. of second floor area of the existing winery to be used as a residence; 3) include a 1,254 sq. ft. outdoor trellised area for wine tasting and marketing; and 4) adoption of a marketing plan that proposes ten additional visitors per day, for a maximum of 20 per day/140 per week for food and wine pairing, and six events per year for up to 80 people. The project site is located on a 10.9 acre parcel on the north side of Zinfandel Lane, approximately 0.75 of a mile east of its intersection with State Route 29 within an Agricultural Preserve (AP) Zoning District (Assessor's Parcel Number 030-260-029) 360 Zinfandel Lane, St. Helena.

Staff Recommendation: Adopt the Negative Declaration and approve the Use Permit Modification with the recommended conditions of approval.

Staff Contact: Kirsty Shelton, Project Planner, 707-299-1377, or kirsty.shelton@countyofnapa.org

CONTINUED FROM THE OCTOBER 20, 2010 AND NOVEMBER 3, 2010 REGULAR MEETINGS

B. CCBJ PROPERTIES, LLC CHURCH & COMPREHENSIVE USE PERMIT / JEFF VENESS - USE PERMIT # P10-00119-UP

CEQA Status: Categorical Exemption, Class 1: Existing Facilities/Class 2: Replacement or Reconstruction (Operation, repair, maintenance or minor alteration of existing structures or facilities not expanding existing uses / Reconstruction of existing structures or facilities on the same site having substantially the same purpose and capacity) which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15301 and §15302; see also Napa County's Local Procedures for Implementing the California Environmental Quality Act, Appendix B. The project site is not on any of the lists of hazardous waste sites enumerated under Government Code, Section 65962.5

Request: Approval of a Use Permit to recognize existing church and storage uses and allow additional commercial uses as part of a comprehensive permit in an existing, approximately 7,600 square foot, commercial center and a 1,600 square foot former auto repair building with 26 existing parking spaces. The project site is located on two parcels, approximately 3.39 acres total, located on the southwest corner of the intersection at College Avenue and Sky Oaks Drive, in the CN (Commercial Neighborhood) Zoning District. Assessor's Parcel Numbers: 024-153-029 and 024-161-001. 400-412 Circle Drive and 40 Sky Oaks Drive, Angwin

Staff Recommendation: Find project categorically exempt and approve use permit subject to proposed conditions of approval.

Staff Contact: Ronald Gee, 707-299-1351, or ronald.gee@countyofnapa.org

10. ADMINISTRATIVE ITEMS**A. UPDATED USE PERMIT APPLICATION FORM STUDY SESSION**

Request: Informational item and Commission input concerning major revisions to the Use Permit application form and submittal requirements, including proposed revisions to the Winery Supplemental Information Form. Staff is soliciting Commission and public feedback on the draft document.

Staff Recommendation: Informational item. Commission direction is welcomed.

Staff Contact: John McDowell, 299-1354 & john.mcdowell@countyofnapa.org or Chris Cahill, 253-4847 & chris.cahill@countyofnapa.org

11. DEPUTY DIRECTOR'S REPORT

- DISCUSSION OF ITEMS FOR THE **DECEMBER 1, 2010 COMMISSION MEETING**
- CODE COMPLIANCE REPORT
- ZONING ADMINISTRATOR ACTIONS
- OTHER PENDING PROJECTS' STATUS

12. COMMISSIONER COMMENTS / COMMITTEE REPORTS**13. FUTURE AGENDA ITEMS**

- #03457-UP, 1 year after opening - Kendall-Jackson (formerly Pecota) Winery
- #P09-00185-UP, 1 year after opening - Ca'Nani Winery
- #P06-0102-MOD, December 2010 - Frank Family Winery

- #P10-00123-MOD, August 2011 - MJA Vineyards
- #P06-01426-UP, September 2011 - Pavitt Winery

14. ADJOURNMENT

I HEREBY CERTIFY THAT THE AGENDA FOR THE ABOVE STATED MEETING WAS POSTED AT A LOCATION FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC AT THE NAPA COUNTY ADMINISTRATIVE BUILDING, 1195 THIRD STREET, NAPA, CALIFORNIA ON **November 10, 2010** BY **5:00 p.m.** A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE CLERK OF THE COMMISSION AND AVAILABLE FOR PUBLIC INSPECTION.

Melissa Gray (By e-signature)
Melissa Gray, Clerk of the Commission