

# AGENDA



A Tradition of Stewardship  
A Commitment to Service

## NAPA COUNTY PLANNING COMMISSION

1195 Third Street, Ste. 305  
Napa, Ca. 94558

**Wednesday, February 3, 2021**  
**9:00 AM**

### COMMISSION MEMBERS

<i>VICE CHAIR</i> <i>Megan Dameron</i> <i>District # 5</i>	<i>COMMISSIONER</i> <i>Anne Cottrell</i> <i>District # 3</i>	<i>CHAIR</i> <i>Andrew Mazotti</i> <i>District # 4</i>	<i>COMMISSIONER</i> <i>Joelle Gallagher</i> <i>District # 1</i>	<i>COMMISSIONER</i> <i>Dave Whitmer</i> <i>District # 2</i>
<i>COMMISSION COUNSEL</i> <i>Laura Anderson</i>		<i>SECRETARY-DIRECTOR</i> <i>David Morrison</i>		<i>COMMISSION CLERK</i> <i>Lashun Fuller</i>

### IMPORTANT NOTICE REGARDING COVID-19 AND PARTICIPATION IN THE PLANNING COMMISSION MEETING

Napa County Planning Commission meetings will be conducted via teleconference using the Microsoft Zoom program in order to minimize the spread of the COVID-19 virus, in accordance with the State of Emergency proclaimed by Governor Newsom on March 4, 2020, Executive Order N-29-20 issued by Governor Newsom on March 17, 2020, and the Shelter in Place Order issued by the Napa County Health Officer on March 18, 2020, as may be periodically amended.

To participate in the Napa County Planning Commission meeting, the public are invited to observe and address the Commission telephonically or electronically. Instructions for public participation are below:

The Napa County Planning Commission will continue to meet pursuant to the adopted 2021 calendar <https://www.countyofnapa.org/DocumentCenter/View/20131>.

In accordance with the Governor's Executive Order N2920 regarding public meetings during the COVID19 emergency, **Planning Commission meetings will be available electronically, or telephonically, and not physically open to the public**

The Napa County Planning Commission realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Please watch or listen to the Planning Commission meetings in one of the following ways:

- | Watch on your TV - Napa Valley TV Channel 28.
- | Listen on your cell phone - via Zoom at 1-669-900-6833 Enter Meeting ID 991-4190-6645 once you have joined the meeting.
- | Watch via the Internet - view the Live Stream via Zoom by <https://www.zoom.us/join>, then enter Meeting ID 991-4190-6645.

1. Via Granicus by [http://napa.granicus.com/ViewPublisher.php?view\\_id=21](http://napa.granicus.com/ViewPublisher.php?view_id=21)

You may submit public comment on any item that appears on the agenda, or general public comment for any item or issue that does not appear on the agenda, as follows:

1. Via email – send your comment to the following email address: [PC@countyofnapa.org](mailto:PC@countyofnapa.org). Please provide your name and indicate the agenda item upon which you are commenting. Emails received will not be read aloud but will still become part of the public record.
2. Via telephone - please call the Planning Commission Public Comment Line at: 707-299-1776. Please provide your name and the agenda item on which you are commenting. Your call will be placed on hold and heard by the Commission in the order received.

The above-identified measures exceed all legal requirements for participation and public comment, including those imposed by the Ralph M. Brown Act and Executive Order N-29-20. If you have any questions, contact us via telephone at (707)-253-4417 or send an email to [planningcommissionclerk@countyofnapa.org](mailto:planningcommissionclerk@countyofnapa.org).

#### 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. 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 305 in Napa. If you have any question concerning the appeals procedure, please call (707) 253-4580 and request assistance.

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](http://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 issues and future prospects of a planning nature which are within the jurisdiction of the 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**

The Clerk of the Commission request approval of Minutes for the meeting held on:  
January 20, 2021 (All Commissioners Present)

**5. AGENDA REVIEW****6. DISCLOSURES****7. PUBLIC HEARING ITEMS****A. STAGLIN FAMILY VINEYARDS / STAGLIN FAMILY VINEYARDS / MAJOR MODIFICATION #P18-00253-MOD**

**CEQA Status:** Consideration and possible adoption of a Negative Declaration. According to the Negative Declaration, the proposed project would not have any potentially significant environmental impacts. The project site is not included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5.

**Request:** Approval of a Use Permit Major Modification to an existing 36,000 gallon per year winery to allow the following: a) modification to increase by appointment Daily Tours and Tastings Program from the current 10 persons per day (weekdays only) to 44 persons per day (Monday through Sunday), 308 persons maximum per week; b) modification of the locations of the Daily Tours and Tastings Program to take place in the Steckter House and the existing wine caves; c) on-premises consumption of wines produced on-site located in the outdoor areas immediately to the south and west of the Steckter House in accordance with Business and Professions Code Sections 23358, 23390 and 23396.5 (AB2004-Evans Bill); d) modification of the existing Marketing Program of nine (9) events per year consisting of (eight (8)) events with a maximum attendance of 45 persons and one (1) event with a maximum attendance of 200 persons) to allow the following: including 32 events per year with 12 attendees maximum (11:00am – 10:00pm), 16 events per year with 32 attendees maximum (11:00am – 10:00pm), three (3) events per year with 100 attendees maximum (6:00pm – 10:00pm), one event per year with 100 attendees maximum (10:00am – 4:00pm), one event per year with 250 attendees maximum (1:00pm – 4:00pm), catered food prepared by a licensed caterer with minimal on-site preparation (heating and plating), events of 32 attendees or less to occupy the building identified as the Steckter House, and events of 100 attendees or more to occupy the outdoor area north of the Steckter House; e) Increase on-site employees from 8 full-time employees and 0 part-time employees to 11 full-time employees and 5 part-time employees; f) add three (3) parking spaces for a total of 15 spaces; g) deletion of Condition of Approval #3 from the original approved Use Permit (#98072-UP) which required the applicant to notify a representative of neighbors to the applicant 48 hours prior to an event; h) width expansion for sections of the existing internal access driveway to 20' with a 22' horizontal clearance to comply with the Napa County Road and Street

Standards; and i) modify internal circulation so that a portion of the access driveway loop becomes a one-way road. The project is located on three parcels totaling 63 acres, located at 1570 Bella Oaks Lane, Rutherford, within the Agricultural Preserve (AP) zoning district and General Plan Land Use Designated as Agricultural Reserve (AR). APN 027-250-063, -064 & -065.

**Staff Recommendation:** Adopt the proposed Negative Declaration and approve the requested Use Permit Major Modification as conditioned.

**Staff Contact:** Trevor Hawkes, Planner III, (707) 253-4388 or trevor.hawkes@countyofnapa.org

**Applicant Contact:** Shari Staglin, Staglin Family Vineyard

**Representative Contact:** Rob Anglin, Holman Teague Roche Anglin, LLP, (707) 927-4280 or anglin@htralaw.com.

## **B. RAY & DIMPLE SHARMA / SHANTI WINES / USE PERMIT NO. P20-00188-UP**

**CEQA Status:** Consideration and possible adoption of a Categorical Exemption pursuant to Section 15301 of CEQA, Class 1 – Existing Facilities, which exempts minor alterations to existing structures and Section 15303, Class 3 – New Construction or Conversion of Small Structures, which exempts the conversion of facilities consisting of no more than 2,500 square feet. This project is not on any of the lists of hazardous waste sites enumerated under Government Code Section 65962.5. Appendix B, Class 3 (New Construction or Conversion of Small Wineries) of the Napa County CEQA Guidelines, exempts the construction and operation of small wineries that 1) are less than 5,000 square feet in size; 2) produce no more than 30,000 gallons of wine per year; 3) do not generate more than 40 vehicle trips per day and five peak hours trips, except during marketing events; 4) hold no more than ten marketing events per year, each with no more than 30 attendees, except for one wine auction event with up to 100 persons in attendance; and 5) hold no temporary events.

**Request:** Approval of a Use Permit to allow for the establishment of a wine production and retail sales facility within an approximately 1,435 square foot industrial condominium unit located in the Napa Valley Business Park ("NVBP"). The proposed use permit would include the following: 1) annual wine production capacity of 12,500 gallons; 2) one (1) full time employee and two (2) part time employees; 3) a visitation program to allow for tasting for up to twelve (12) guests per day (by appointment only) and no more than 84 guests per week; 4) a marketing program consisting of up to ten marketing events per year with up to 30 guests and one annual wine auction event with up to 100 guests; 5) and daily production between the hours of 9:00 a.m. and 6:00 p.m. (Monday-Sunday) and visitation between the hours of 10:00 a.m. and 7:00 p.m. daily (Monday-Sunday). City of American Canyon and Napa Sanitation District would provide water and domestic sanitary sewer service to the site, respectively. The project is located at 194 Camino Oruga, Unit No. 9, between Camino Oruga and North Kelly Road within the Napa Valley Business Park in the Napa area, APN 057-270-013. The subject property is Zoned as GI:AC (General Industrial:Airport Compatibility) and General Plan designated as Industrial.

**Staff Recommendation:** Find the project Categorically Exempt from CEQA and approve Use Permit P20-00188, as conditioned.

**Staff Contact:** Melanie Jackson, Planner III, (707) 259-8194 or Melanie.jackson-couch@countyofnapa.org

**Applicant Contact:** Ray Sharma, (510) 728-7653 or Ray@shantiwines.com

**Applicant Representative Contact:** Ray Sharma, (510) 728-7653 or Ray@shantiwines.com

## 8. ADMINISTRATIVE ITEMS

- A. Presentation of a Retirement Proclamation to Wyntress Balcher in recognition of her service to the people of Napa County.

## 9. DEPUTY DIRECTOR'S REPORT

- DISCUSSION OF ITEMS FOR THE **FEBRUARY 17, 2021 REGULAR MEETING**
- BOARD OF SUPERVISORS ACTIONS
- OTHER DEPARTMENT ACTIVITIES
- CODE COMPLIANCE REPORT
- ZONING ADMINISTRATOR ACTIONS
- OTHER PENDING PROJECTS' STATUS

## 10. COMMISSIONER COMMENTS / COMMITTEE REPORTS

## 11. PROJECTS REQUIRING COMMISSION FOLLOW-UP REVIEW

Refer to "PBES Current Projects" Web Page <https://www.countyofnapa.org/591/Current-Projects>

## 12. 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 JANUARY 27 BY 3 PM. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE CLERK OF THE COMMISSION AND AVAILABLE FOR PUBLIC INSPECTION.

Lashun Fuller (By e-signature)  
Lashun Fuller, Clerk of the Commission