

# AGENDA

## NAPA COUNTY PLANNING COMMISSION

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

**Wednesday May 15, 2019**  
**9:00 AM**



A Tradition of Stewardship  
A Commitment to Service

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### COMMISSION MEMBERS

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*VICE CHAIR*

*Dave Whitmer*  
*District # 2*

*COMMISSIONER*

*Anne Cottrell*  
*District # 3*

*CHAIR*

*Joelle Gallagher*  
*District # 1*

*COMMISSIONER*

*Andrew Mazotti*  
*District # 4*

*COMMISSIONER*

*Jeri Hansen*  
*District # 5*

*COMMISSION COUNSEL*

*Laura Anderson*

*SECRETARY-DIRECTOR*

*David Morrison*

*COMMISSION CLERK*

*Lashun Fuller*

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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, Ste. 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. 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:  
May 1, 2019 (Commissioner Mazotti excused)

**5. AGENDA REVIEW****6. DISCLOSURES****7. PUBLIC HEARING ITEMS****A. SQUIRREL HILL VINEYARDS, LLC / MATTHIASSEN FAMILY WINERY / USE PERMIT # P17-00394 and VIEWSHED #P19-00190**

**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 for an 18,000 gallon winery (existing 5,000 gallon winery approved under a Small Winery Exemption - Phoenix Vineyards) to allow the following: a) Maximum annual permitted maximum production of 18,000 gallons (increased from 5,000 gallons); b) Remodel of the interior of the existing winery building (approximately 3,500 square feet) and addition of an employee breakroom (approximately 64 square feet) increasing the winery building size to approximately 3,600 square feet; c) Conversion of an existing, approximately 1,200 square foot agricultural storage building to a winery storage building; d) Construction of an approximately 3,800 square foot cave (spoils being transported offsite to a permitted location); e) Hours of operation seven days a week: 8:00 AM to 6:00 PM - production hours, except during harvest and 10:00 AM to 6:00 PM - visitation hours (the winery was previously only open for production six days a week and no visitation was permitted); f) Employment of seven employees (four full time and three part time) non harvest (increase from 2 full-time employees); g) Tours and tastings by appointment only for 17 per day; weekly maximum of 119 visitors; h) Food and wine pairings with daily visitation (applicant to obtain a food facility permit as required); i) Annual marketing plan of five annual events comprised of four events (maximum of 30 guests per event) and one event (maximum of 50 persons), catered food may be served at events; j) 7 parking spaces (increased from 5); k) Construction of a wastewater system (two options proposed); l) Use of the on-site well (Well #1); m) Installation of two 10,000 gallon water storage tanks; n) Install landscaping on property and driveway; and o) Improvement of the existing on site driveway (widening to 20 feet) to meet Napa County Road and Street Standards. Also included is approval of a Viewshed application for required screening of the proposed water tanks. The project is located on a 5.75 acre parcel, located at 3171 Dry Creek Road, Napa within the

AW (Agricultural Watershed) zoning district. APN: 035-460-022.

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

**Staff Contact:** Emily Hedge, Planner III, (707) 259-8226 or emily.hedge@countyofnapa.org

**Applicant Contact:** Jill Klein, 73 Luke Drive, Napa, CA 94558; (707) 265-9349 or jill@matthiasson.com

## 8. ADMINISTRATIVE ITEMS- None

## 9. PLANNING MANAGER'S REPORT

- DISCUSSION OF ITEMS FOR THE **JUNE 5, 2019 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 MAY 6, 2019 BY 5 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