

# AGENDA

## NAPA COUNTY PLANNING COMMISSION

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



A Tradition of Stewardship  
A Commitment to Service

### Wednesday June 2, 2021 9:00 AM

#### COMMISSION MEMBERS

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

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#### 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 public attendance is now limited (9 people).**

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.

- i 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. Online

1. Use the Zoom attendee link: <https://countyofnapa.zoom.us/j/99141906645>. Make sure the browser is up-to-date.
2. Enter an email address and following naming convention;  
Item #, First Name Last Name Ex: 7A John Smith
3. When the Chair calls for the item on which you wish to speak, click “raise hand.” Mute all other audio before speaking to avoid feedback.
4. When called, please limit your remarks to three minutes. After the comment, your microphone will be muted.

## 3. By Phone

1. Call the Zoom phone number and enter the webinar ID: 1-669-900-6833 Enter Meeting ID 991 4190 6645
2. When the Chair calls for the item on which you wish to speak, press \*9 to raise a hand. \*\*Please note that phone numbers in their entirety will be visible online while speakers are speaking\*\*
3. When called, please state the item in which you are calling for followed by your name.
4. Please limit your remarks to three minutes. After the comment has been given, your phone will be muted.

If you are unable to utilize the above methods, 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: May 19, 2021 (All Commissioners Present).

**5. AGENDA REVIEW**

**6. DISCLOSURES**

**7. PUBLIC HEARING ITEMS**

**A. BRIAN CUNAT / MATERRA WINERY / USE PERMIT MAJOR MODIFICATION APPLICATION NO. P20-00184-MOD**

**CEQA Status:** Consideration and possible adoption of a Negative Declaration. According to the proposed 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 modify entitlements for Materra Winery, an existing winery located at 4326 Big Ranch Road, Napa. The requested modification encompasses both physical and operational changes to the winery, consisting of: 1) an increase in the permitted production capacity of the winery from 110,000 gallons of wine per year to 150,000 gallons of wine per year; 2) expansion of the winery building to include an additional 12,610 square feet of interior floor area, with the added square footage to house a visitor reception area, a wine library for wine tasting with food pairings, additional wine tasting space, a low-risk (catering) kitchen, wine storage and administrative offices in a new two-story structure; 3) an increase in the permitted number of daily wine tours and tastings visitors, from 18 visitors per day, by appointment, to 34 visitors per day, by appointment; 4) expansion of on-premise wine consumption to include an approximately 740 square foot uncovered patio adjacent to the tasting room in the proposed building expansion; 5) an increase in the number of winery employees, from three full-time, three part-time and four part-time seasonal employees, to as many as 12 full-time, two part-time and three part-time seasonal employees; and 6) an increase in the number of on-site automobile parking stalls allowed under the use permit, from 24 stalls to 25 stalls. The requested production and visitation increases would correspondingly increase sanitary and winery process wastewater flows at the winery, necessitating subsurface installations of a new septic tank and additional leach line in the existing leach field in the vineyards west of the winery building. The project as proposed also includes construction of a left-turn lane in the right-of-way of Big Ranch Road at the winery property frontage. The proposed project is located on 50 acres at 4326 Big Ranch Road in Napa, and is General Plan land use designated as Agricultural Resource (AR) and zoned as Agricultural Preserve (AP). Assessor's Parcel Number 036-160-003

**Staff Recommendation:** Adopt the Negative Declaration prepared for the project and approve Use Permit Major Modification Application No. P20-00184-MOD, as conditioned.

**Staff Contact:** Dana Ayers, Consultant Planner, phone number (925) 688-2490, email address [dayers@trccompanies.com](mailto:dayers@trccompanies.com); Charlene Gallina, Supervising Planner, phone number (707) 299-1355, email address [Charlene.gallina@countyofnapa.org](mailto:Charlene.gallina@countyofnapa.org)

**Applicant:** Brian Cunat, Materra Winery; phone number (815) 482-1657, email address [bqcunat@gmail.com](mailto:bqcunat@gmail.com)

**Applicant Representative:** George H. Monteverdi, Monteverdi Consulting; phone number (707) 761-2516, email address [George@MonteverdiConsulting.com](mailto:George@MonteverdiConsulting.com)

**B. PICKETT ROAD WINE COMPANY / PICKETT ROAD WINE COMPANY / USE PERMIT MAJOR MODIFICATION NO. P19-00172-MOD**

**CEQA Status:** Consideration and possible adoption of a Negative Declaration. According to the proposed 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 12,000 gallon per year winery to allow the following: A. Components Necessary to Remedy Existing Violations: (1) Recognition of six (6) full-time on-site employees. The winery has approval for three (3) full-time on-site and two (2) part-time on-site employees. B. Expansion Beyond Existing Entitlements: (1) Increase employment of part-time employees from two (2) to four (4) part-time on-site employees; (2) Increase tours and

tastings by appointment only from the existing eight (8) visitors per day and 60 visitors per week maximum to 24 visitors per day and 120 visitors per week maximum. No change to existing approved tours and tastings hours of 10:00 a.m. and 4:00 p.m. The proposed modifications to tours and tasting would increase the total number of visitors from 3,120 to 6,240 for a net increase in 3,120 visitors a year; (3) Modification of the existing Marketing Program consisting of six (6) events per year, including four (4) events with a maximum attendance of 60 visitors between the hours of 10:00 a.m. and 10:00 p.m. and two (2) events with a maximum attendance of 125 visitors between the hours of 10:00 a.m. and 10:00 p.m.) to allow the following: one (1) event per year with a maximum attendance of 125 visitors between the hours of 10:00 a.m. and 10:00 p.m., 10 events per year with a maximum attendance of 60 visitors between the hours of 10:00 a.m. and 10:00 p.m., 10 events per year with a maximum attendance of 24 visitors between the hours of 10:00 a.m. and 4:00 p.m., and three (3) wine release events per year with a maximum of 50 visitors between the hours of 10:00 a.m. and 10:00 p.m.; (4) Construction of a crush pad canopy to cover an existing 1,000 square foot uncovered crush pad; (5) Conversion of the existing cave from a Type I to a Type III and approval of Tours and Tastings within 1,654 square feet of the converted cave; (6) Width expansion for sections of the private roadway/project driveway in order to bring them into compliance with the current Napa County Road and Street Standards; and (7) Expansion of the winery's Domestic Wastewater Treatment and Dispersal System. The project is located on an approximately 83.14 acre site within the AW (Agricultural Watershed) zoning district with a General Plan land use designation of AR (Agricultural Resources) and AWOS (Agriculture, Watershed, and Open Space) at 2339 Pickett Road, Calistoga, CA 94515; APN: 018-050-067.

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

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

**Applicant Contact:** Kelly Fleming, Pickett Road Wine Company, (707) 942-6849, kelly@kellyflemingwines.com

**Applicant Representative Contact:** John Webb, Albion Surveys, Inc., (707) 963-1217, jwebb@albionsurveys.com

## 8. ADMINISTRATIVE ITEMS

## 9. DEPUTY DIRECTOR'S REPORT

- DISCUSSION OF ITEMS FOR THE **JUNE 23, 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 5/26/21 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