

“J”

## Application Packets

Pridmore Property  
General Plan Amendment P17-00135  
Rezone P20-00223 and Use Permit P20-00222  
Planning Commission Hearing May 15, 2024

COUNTY OF NAPA  
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

**ZONE CHANGE  
APPLICATION PACKET**

1. Application Completeness Checklist
2. Application
3. Site Location Map Blank
4. Application Informational Handout-Procedures
5. Site Location Map/Plan Requirements
6. Adjoining Property Owners List Requirements
7. Sample Graphics

**PRE-SUBMISSION REQUIREMENTS**

Prior to the submission of your application materials, please call the Planning Division Secretary at (707) 253-4417 to schedule a pre-submittal application review meeting with the planning staff. The purpose of this meeting is to review your application to make sure it is complete for processing.

**ZONE CHANGE  
APPLICATION COMPLETENESS CHECKLIST**

1.   X   Completed signed Zone Change application.
2.   X   Site Location Map (on 7" by 5½" portion of a 7.5 minute U.S. Geological Survey Topographic map).
3.   X   Vicinity map showing existing land uses, structures, and roads on all parcels within 300 feet of the subject parcel.
4.   X   To-scale plot plan (including one black-line 8½" by 11" reduction).
5.   X   Title Insurance Co. Certified List of Property Owners within 300 feet of the subject parcel specifying Name, Address, and Parcel Number.
6.   X   Assessor's Pages Used in Compiling Adjoining Property Owner's List.
7.   X   Pre-Submittal Application Review Meeting with Planning Staff
8.   X   General Plan Consistency Determination.
9.   X   Application Fee: \$\_\_\_\_\_ a deposit (*Total Fees will be based on actual time and materials*) with check payable to County of Napa.



A Tradition of Stewardship  
A Commitment to Service

**NAPA COUNTY**  
**PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES**  
1195 Third Street, Suite 210, Napa, California, 94559 • (707) 253-4417

**APPLICATION FOR A ZONE CHANGE**

FOR OFFICE USE ONLY

ZONING DISTRICT: Agricultural Watershed Date Filed: 8/28/20

REQUEST: Rezone property to Commercial Limited (CL) Date Published: \_\_\_\_\_

Date Posted: \_\_\_\_\_

ZA CDPC BS APPEAL

Hearing: \_\_\_\_\_

Action: \_\_\_\_\_

TO BE COMPLETED BY APPLICANT  
(Please type or print legibly)

Applicant's Name: Cameron Pridmore

Telephone #: (707) 815 - 0988 Fax#: ( ) - Email: cameron@cmpengineering.com

Site Address: 1191 Capell Valley Road, Napa, CA, 94558 Assessor's #(s): 032-120-026  
No. Street City State zip

Mailing Address: 1305 Capell Valley Road, Napa, CA  
No. Street City State Zip

Status of Applicant's interest in property: Son of owner.

Property Owner(s) Name: Gil Pridmore, Cathy Pridmore & Kelly Pridmore

Telephone #: (707) 738 - 7605 Fax#: ( ) - Email: gilpridmore@gmail.com

Mailing Address: 1305 Capell Valley Road, Napa, CA 94558  
No. Street City State Zip

**PLEASE ATTACH A COMPLETE LEGAL DESCRIPTION OF THE PROPERTY**

Zone Change: From AW To CL Text Change: \_\_\_\_\_

Explain Fully the reason for zone change or zoning text change: See Attached Narrative

I certify that the above statements are correct and that the plot plan is accurate  
[Signature] 7/30/2020 [Signature] 7/30/20  
Signature of Applicant Date Signature of the Property Owner Date

TO BE COMPLETED BY PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

\*Total Estimated Fees: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Total Fees will be based on actual time and materials**

## **CAPELL SCHOOL PROPERTY GENERAL PLAN AMMENDMENT APPLICATION SUPPORTING INFORMATION**

### **Change Requested to Accomplish the Following:**

We would like to change the current zoning designation of the subject Capell School property from Agricultural Watershed to Commercial Limited. This would allow the operation of tourist lodging facilities. As local community members and local business owners, we would like to see Lake Berryessa businesses flourish as they once did. Even a slight increase in tourist traffic would make a substantial difference in the success of the local struggling restaurants, wineries and other tourist dependent businesses. We think having comfortable lodging with modern amenities for tourist would encourage them to visit our struggling remote community which would help fill the void our local tourism businesses have been dealing with since the Bureau of Reclamation shut down the lake resorts.

### **A. Describe what changes have occurred in the area or county which create the need for this change:**

Since the resorts at Lake Berryessa were shut down local businesses have been struggling and many have closed due to decreased tourist traffic. Several, including Moskowite Corners, have actually re-opened under different owners only to close down again because there isn't enough tourist traffic to sustain them. We, as locals, go out of our way to frequent our local businesses, especially the restaurants. We do this in an effort to keep them open so we don't have to drive 30 – 60 minutes anytime we want to go out for a meal and a glass of wine. Unfortunately the local traffic isn't quite enough to sustain the local businesses and we are slowly losing them. When the resorts were open, there was lodging available that catered to those who wanted to visit our rural community, dine at our restaurants and taste at our off the beaten path wineries. Currently, the only accommodations for visitors in this area are basic Bureau of Reclamation campgrounds, which cater to a different demographic. Campground guests typically provide their own meals and are spending their time on the lake; they are not frequenting local restaurants and wineries.

The Moskowite Corners area is in need of short-term tourist lodging in order to encourage tourist to venture out to this rural area and patronize local businesses. The closure of the lake resorts has made the Moskowite Corners area a remote location too far from the Napa Valley accommodations for most visitors to make the long trip when they can visit wineries and restaurants just steps from where they are staying.

### **B. Describe the natural characteristics of the land that make it suitable for the proposed change.**

Up until a few years ago this 5 acre parcel was used for Capell Valley Elementary School. Three generations of Pridmores, ourselves included, attended Capell School. Our grandfather Roy Pridmore along with the neighboring Grey family provided the County with the School property back in the sixties so that we could have a community school to educate our children. The school remained open for decades up until a few years ago when the district closed it and then recently sold the property back to us. Currently the property features four buildings: the main school house, the bathrooms building, the accessory building and the pump and equipment

building. It also features: a large paved 17 space parking lot with a loop drive and ADA accommodations, a paved basketball court, a play structure and a baseball field. It is served by a private wastewater system, an approved small private community water system sourced by a 45 gallons per minute well and the facilities are all powered by PG&E. The land itself is relatively flat with slopes varying between 1% - 3%. Much of the ground is either covered by pavement or some other structure. What isn't covered is made up of mostly compacted soil or is part of the leach field system. Because of the above described current conditions and its small size this parcel is not well suited for a viable agricultural development. Conversely this parcel is very well suited for tourist lodging. With regards to infrastructure the parcel has plenty of guest parking with ADA access, a good water source, a fairly new wastewater system, power and several buildings that could be repurposed for the suggested use. It also has the existing playground facilities that could be kept and used by guests with children. Lastly the parcel is adjacent to a Fire Station so emergency services would be readily available. Overall this parcel lends itself to a commercial use much more than an agricultural use.

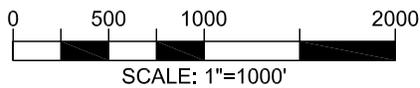
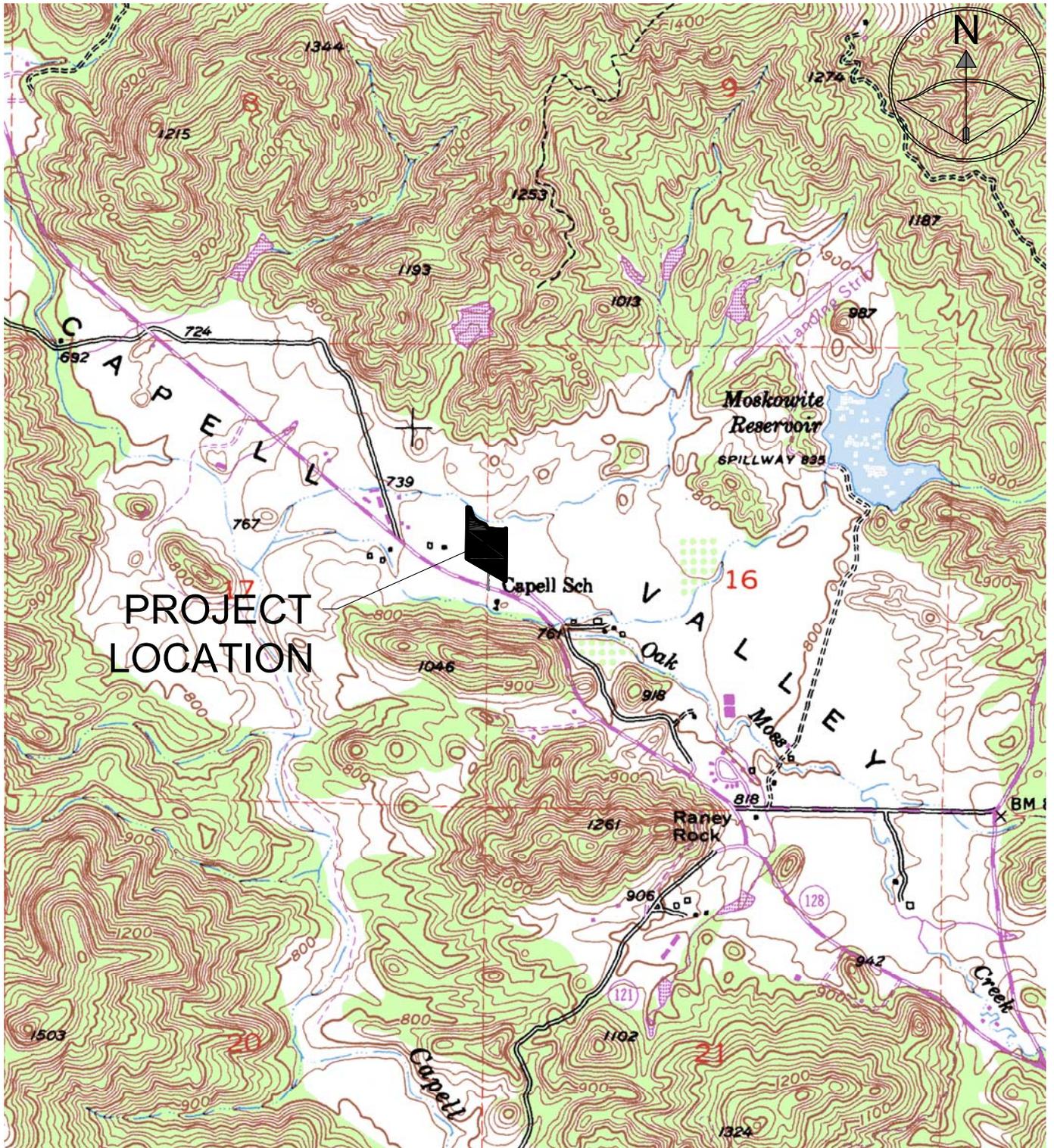
**C. Describe how the proposed change relates to the goals and policies of the county's adopted General Plan or Specific Plan:**

The General Plan calls for designating agriculture as its primary land use. This parcel currently is not viable agricultural land because of its small acreage and its previous use as a school as described in the previous section. It is a very small parcel at only 5.08 acres. Much of the property is covered with asphalt, buildings or the remnants of compacted building pads. Because of this the costs for making the site fit for vineyards or other agriculture use would be financially prohibitive.

The General Plan also states that tourism contributes to the economic viability of agriculture and is critical to the County's future. This parcel is too small and costly to be feasible for direct agriculture use but it can be used to support agriculture through tourism. There is a vast shortage of lodging necessary to accommodate the tourists needed to support the local businesses at Lake Berryessa. Without appropriate lodging the lake has seen a dramatic drop in tourism and the local businesses, including restaurants and wineries, have suffered. The Lake Berryessa area has a lot to offer tourists, unfortunately its remoteness and lack of proper lodging is keeping it from benefitting from the type of tourist trade the rest of the County thrives on.

This parcel is located within the Moskowitz Corners zoning district. Policy AG/LU-78 of the General Plan describes Moskowitz Corners as a "staging area for the Lake Berryessa recreational area with affordable housing for those who work in the area and services for residents and travelers". We already have affordable housing at Moskowitz Corners, we used to have a restaurant and gas station there as well, but we have never had lodging for travelers at Moskowitz Corners. We think this is the critical missing link. The said policy further describes the Moskowitz Corners area as a "link between Lake Berryessa communities and the viticultural economy of Napa Valley." We believe that as a staging area there should be appropriate lodging for out-of-town visitors who want to experience all the Lake Berryessa community has to offer. Our parcel is in close proximity to wineries, restaurants and the lake, which makes it the perfect link between the Napa Valley and the Lake Berryessa community. It would be the ideal place for visitors looking to visit off the beaten path wineries and restaurants without having to

drive and hour to get to them. It would also be ideal accommodations for people who want to experience Lake Berryessa but at the end of the day want to come back to modern day amenities in order to get cleaned up before they visit our local restaurants and wineries. In conclusion, we feel what is being proposed is supported by the General Plan and would have a much needed positive impact on our local community.



USGS MAP

PROJECT INFO:

PRIDMORE PROPERTY  
 (FORMALLY CAPELL  
 VALLEY SCHOOL)  
 1191 CAPELL VALLY ROAD  
 NAPA, CA 94558  
 032-130-026

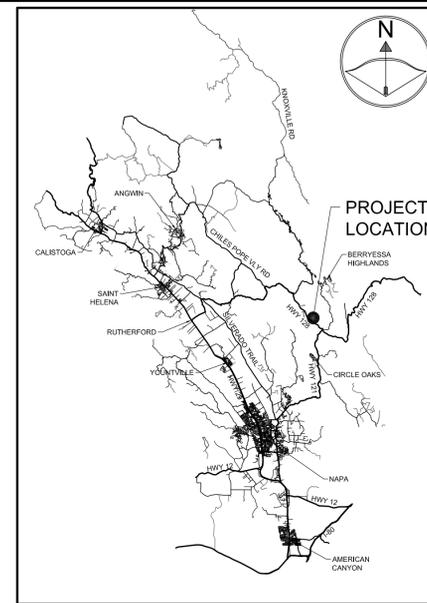
PREPARED BY:

CMP CIVIL ENGINEERING &  
 LAND SURVEYING INC.  
 1607 CAPELL VALLEY ROAD  
 NAPA, CA 94558  
 (707) 266-2559

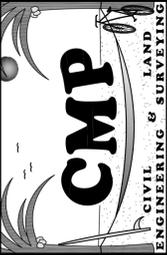


# ZONING SITE MAP FOR THE PRIDMORE PROPERTY (FORMALLY CAPELL VALLEY SCHOOL)

LOCATED AT  
1191 CAPELL VALLEY ROAD  
NAPA, CA 94558  
APN-032-130-026



VICINITY MAP  
NTS



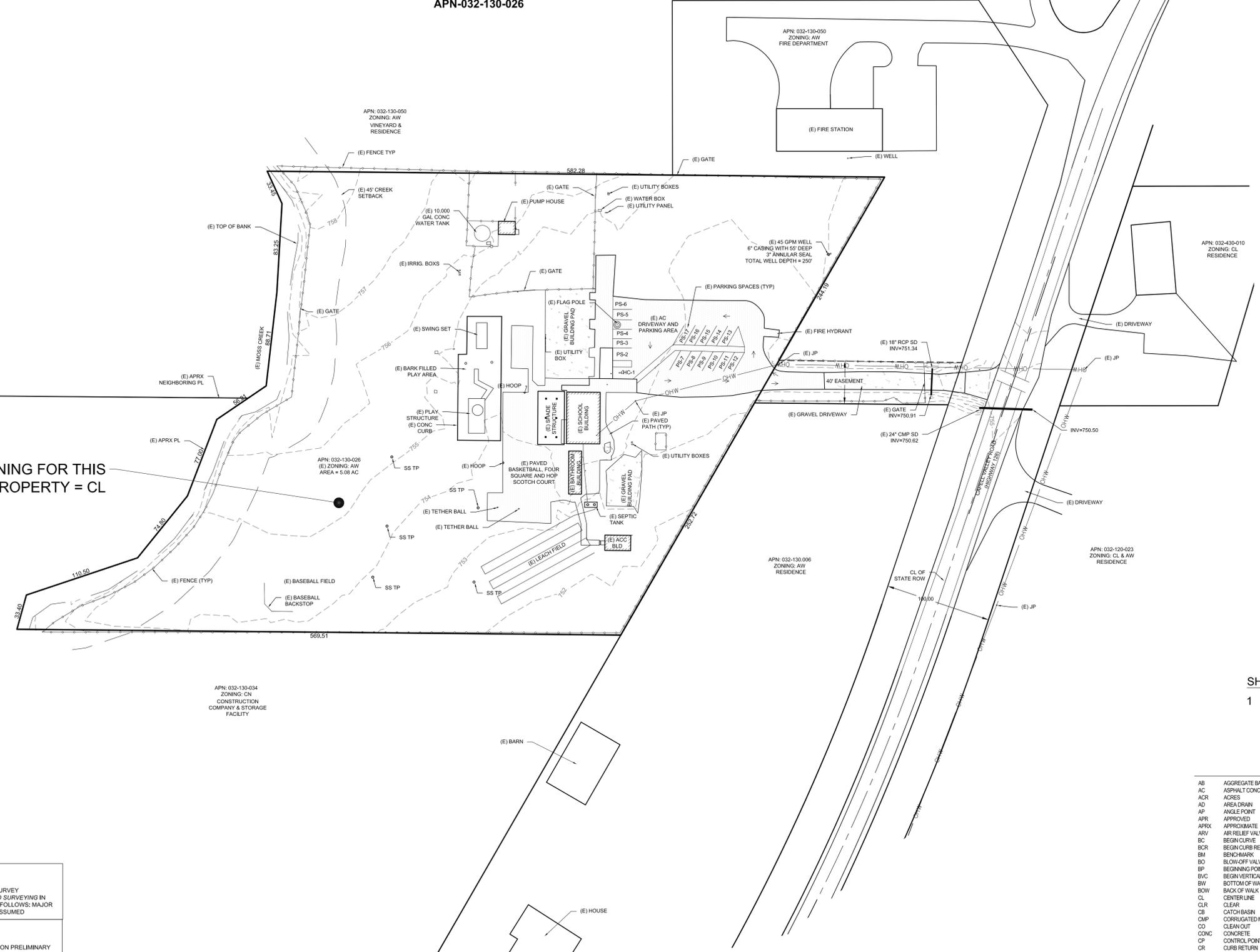
PREPARED BY:  
**CAMERON PRIDMORE PE, PLS**  
1607 CAPELL VALLEY ROAD  
NAPA, CA 94558  
(707) 815-0988  
CAMERON@CMPENGINEERING.COM  
CMPENGINEERING.COM  
PROJECT #: 00055 DATE: 7/30/2020

DATE	DESCRIPTION

PROJECT INFO:  
**PRIDMORE PROPERTY  
(PREVIOUSLY CAPELL SCHOOL)  
1191 CAPELL VALLEY ROAD  
NAPA, CA 94558  
APN:032-130-026**

SHEET NAME:  
**ZONING SITE MAP**

SHEET:  
**1**



PROPOSE ZONING FOR THIS PROPERTY = CL

## SHEET INDEX

SHT. #	DESCRIPTION
1	ZONING SITE MAP

### ABBREVIATIONS

AB	AGGREGATE BASE	EQ	EQUAL	PAV	PAVEMENT
AC	ASPHALT CONCRETE	ESMT	EASEMENT	R	RADIUS
ACR	ACRES	ETW	EDGE OF TRAVELED WAY	RCP	REINFORCED CONCRETE PIPE
AD	AREA DRAIN	EVC	END VERTICAL CURVE	RD	RELATIVE DENSITY
AP	ANGLE POINT	FC	FACE OF CURB	REQ	REQUIRED
APR	APPROVED	FF	FINISHED FLOOR	RM	RIGHT ELEVATION
APRX	APPROXIMATE	FG	FINISHED GRADE	RT	RIGHT
ARV	AIR RELIEF VALVE	PH	FIRE HYDRANT	ROW	RIGHT OF WAY
BC	BEGIN CURVE	PI	FIELD INLET	S	SLOPE
BCR	BEGIN CURB RETURN	FL	FLOW LINE	SD	STORM DRAIN
BM	BENCHMARK	GB	GRADE BREAK	SDE	STORM DRAIN EASEMENT
BO	BLOW-OFF VALVE	GR	GRATE ELEVATION	SSMH	STORM DRAIN MANHOLE
BP	BEGINNING POINT	HP	HIGH POINT	SE	SEWALK EASEMENT
BVC	BEGIN VERTICAL CURVE	INV	INVERT ELEVATION	SF	SQUARE FEET
BW	BOTTOM OF WALL	IRR	IRRIGATION	SPEC	SPECIFICATIONS
BOW	BACK OF WALK	JP	UTILITY JUNCTION POLE	SS	SANITARY SEWER
CL	CENTERLINE	JT	JOINT TRENCH	SSE	SANITARY SEWER EASEMENT
CLR	CLEAR	LAT	LATERAL	SSLAT	SANITARY SEWER LATERAL
CB	CATCH BASIN	LP	LINIAL FEET	SSMH	SANITARY SEWER MANHOLE
CMP	CORRUGATED METAL PIPE	LOP	LIP OF GUTTER	STA	STATION
CO	CLEAN OUT	LP	LOW POINT	STD	STANDARD
CONC	CONCRETE	LT	LEFT	STLT	STREET LIGHT
CP	CONTROL POINT	MAX	MAXIMUM	T	TANGENT
CR	CURB RETURN	MH	MANHOLE	(T)	TOTAL
DI	DRAIN INLET	MN	MINIMUM	TB	TREE BOX
DIP	DUCTILE IRON PIPE	ORN	ORNAMENTAL TREE	TC	TOP OF CURB
DWV	DRIVEWAY	OHW	OVERHEAD UTILITY WIRE	TEMP	TEMPORARY
(E)	EXISTING	(P)	PROPOSED	TG	TOP OF GRATE
EA	EACH	PI	POINT OF INTERSECTION	TW	TOP OF WALL
EC	END CURVE	PL	PROPERTY LINE	TYP	TYPICAL
EGR	EDGE OF GRAVEL	PSDE	PRIVATE STORM DRAIN ESMT	UE	UNDER GROUND ELECTRICAL
EL	ELEVATION	PUE	PUBLIC UTILITY EASEMENT	VC	VERTICAL CURVE
EP	EDGE OF PAVEMENT	PVC	POLYVINYL CHLORIDE	W	WATER
		PVI	VERTICAL CURVE INTERSECTION	W/LAT	WATER SERVICE LATERAL
				WM	WATER METER

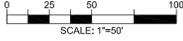
**HORIZONTAL & VERTICAL DATUM:**  
THE SURVEY INFORMATION IS BASED ON A FIELD SURVEY PERFORMED BY CMP CIVIL ENGINEERING AND LAND SURVEYING IN MARCH OF 2017 & JULY OF 2020 CONTOURS ARE AS FOLLOWS: MAJOR = 5' MINOR = 1'. THE HORIZ. AND VERT. DATUM ARE ASSUMED

**PROPERTY LINES:**  
THE PROPERTY LINES SHOWN HEREON ARE BASED ON PRELIMINARY SURVEY DATA, AND ARE FOR REFERENCE ONLY. THIS IS NOT A BOUNDARY SURVEY MAP AND SHOULD NOT BE USED AS SUCH.

**UNAUTHORIZED CHANGES & USES:**  
THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE DESIGNER OF THESE PLANS.

## OVERALL SITE MAP

SCALE 1" = 50'



# NAPA COUNTY

**Planning, Building and Environmental Services**



A Tradition of Stewardship  
A Commitment to Service

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USE PERMIT APPLICATION  
NON-RESIDENTIAL & RESIDENTIAL USES

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## ***Before you file an application...***

Before you submit your application materials, and generally as early in the process as possible, you may schedule a Pre-Application Review Meeting (or Pre-App) with a member of the Planning Department Staff. The Pre-App is helpful as it will give you an opportunity to: get initial feedback from Planning Staff; discuss the specific items which will need to be included in your submittal; and, (as necessary) review the property's history and the County's environmental sensitivity mapping. Please give the Planning Division a call at 707.253.4417 or send us an email at [planning@countyofnapa.org](mailto:planning@countyofnapa.org) to schedule a meeting.

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### **Contents**

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<u>  x</u>	General Application Form
<u>  x</u>	Use Permit Checklist of Required Application Materials
<u>  x</u>	<b>Signed</b> Indemnification Form
<u>  x</u>	<b>Signed</b> Hourly Fee Agreement
<u>  x</u>	Voluntary Best Management Practices Checklist for Development Projects Form



**Planning, Building, & Environmental Services**  
 1195 Third Street, Suite 210  
 Napa, CA 94559  
 Main: (707) 253-4417  
 Fax: (707) 253-4336

## PLANNING APPLICATION FORM

### Applicant Information

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Applicant's Name: Gil Pridmore	Phone: 707-266-2559	E-Mail Address: Cameron@cmpengineering.com
Applicant's Mailing Address: 1305 Capell Valley Road	City: Napa	State/Zip Code: CA, 94558
Property Owner's Name: (if different from Applicant)	Phone:	E-Mail Address:
Property Owner's Mailing Address:	City:	State/Zip Code:
Agent's Name: (if different from Applicant)	Phone:	E-Mail Address:
Agent's Mailing Address:	City:	State/Zip Code:
Other Representative: (Engineer/Architect) Cameron Pridmore	Phone: 707-266-2559	E-Mail Address: Cameron@cmpengineering.com
Representative's Mailing Address:	City:	State/Zip Code:

### Property Information

Project Name and Address: Pridmore Property, 1191 Capell Valley Road, Napa, CA 94558

Assessor's Parcel Number(s): 032-130-026

Site of site (acreage and/or square footage): Parcel is 5 acres

General Plan Designation: AG/LU-44 Moskowite Corners      Zoning: AW to be rezoned to CL

### Application Type<sup>1</sup> (For Staff Use)

Administrative	Zoning Administrator	Planning Commission/ALUC/BOS	Misc. Services
<input type="checkbox"/> Admin Viewshed	<input type="checkbox"/> Certificate of Legal Non Conformity	<input type="checkbox"/> AG Preserve Contract	<input type="checkbox"/> Use Determination
<input type="checkbox"/> Erosion Control Plan: Track II	<input type="checkbox"/> Viewshed	<input type="checkbox"/> Development Agreement	<input type="checkbox"/> Status Determination
<input type="checkbox"/> Erosion Control Plan: Track I	<input type="checkbox"/> Minor Modification	<input type="checkbox"/> Airport Land Use Consistency Determination	
<input type="checkbox"/> Fence Entry Structure Permit	<input type="checkbox"/> Road Exception	<input checked="" type="checkbox"/> General, Specific or Airport Land Use Plan Amendment	
<input type="checkbox"/> Land Division/Mergers	<input type="checkbox"/> Variance	<input checked="" type="checkbox"/> Use Permit	
<input type="checkbox"/> Site Plan Approval/Modif.		<input type="checkbox"/> Major Modification	
<input type="checkbox"/> Temporary Event: _____		<input type="checkbox"/> Variance	
<input type="checkbox"/> Very Minor Modification		<input type="checkbox"/> Zoning Map/Text Amendment	
<input type="checkbox"/> Addressing		<input type="checkbox"/> Road Exception	
<input type="checkbox"/> Signs		<input type="checkbox"/> Con. Reg. Exception	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

<sup>1</sup>: Include corresponding submittal requirements for each application type.

**Detailed Project Description (required):** A typed, detailed project description is required that describes the proposed development or use(s); the existing site conditions/uses; the number, size, type and nature of any proposed residential dwelling units or total amount of new non-residential square-footage by type of use. Please refer to specific Supplemental Application submittal handouts for details to describe the project and required special studies.

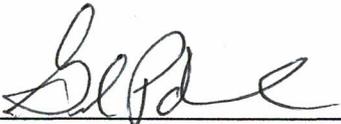
**Conditions of Application**

1. All materials (plans, studies, documents, etc.) and representations submitted in conjunction with this form shall be considered a part of this application and publicly available for review and use, including reproduction.
2. The owner shall inform the Planning Division in writing of any changes.
3. Agent authorization: The property owner authorizes the listed agent(s) and/or other representative(s) to appear before staff, the Director, the Zoning Administrator, and Planning Commission to represent the owner's interests and to file applications, plans and other information on the owner's behalf.
4. Certification and Indemnification Form: Refer to attached form for notifications and required signature.
5. Fees: The applicant agrees to pay the County any and all processing fees imposed by Board of Supervisor Resolution No. 2018-102 including the establishment of an hourly fee application agreement and initial deposit (Section 80.250 Hourly Project Policies and Procedures). Applicant understands that fees include, but not limited to: Planning, Engineering, Public Works, and County Counsel staff time billed at an hourly rate; required Consultant service billed rates; production or reproduction of materials and exhibits; public notice advertisements; and postage. In the event the property owner is different than the applicant, the property owner must sign to indicate consent to the filing and agreement to pay fees in the event of the applicant's failure to pay said fees. Failure to pay all accumulated fees by the time of public hearing will result in a continuance.
6. This form, together with the corresponding application forms for specific permits, will become the Permit Document.

I have read and agree with all of the above. The above information and attached documents are true and correct to the best of my knowledge. All property owners holding a title interest must sign the application form. If there are more than two property owners, list their names, mailing addresses, phone numbers and signatures on a separate sheet of paper.

If you wish notice of meetings/correspondence to be sent to parties other than those listed on Page 1, please list them on a separate piece of paper.

\_\_\_\_\_  
Property Owner's Signature and Date

 7/30/20  
\_\_\_\_\_  
Property Owner's Signature and Date

**Applicant/Agent Statement**

I am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

\_\_\_\_\_  
Applicant's Signature and Date

<b>Date Received:</b> _____  <b>Received by:</b> _____  <b>Receipt No.</b> _____  <b>File No.</b> _____	<b>Application Fees</b>	
	<b>Deposit Amount</b>	<b>\$</b>
	<b>Flat Fee Due</b>	<b>\$</b>
	<b>Total</b>	<b>\$</b>
	<b>Check No</b>	

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## Checklist of Required Application Materials

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Please make sure that the following documents are complete and legible. Consistent with the State Permit Streamlining Act and Departmental policy, the Planning, Building and Environmental Services (PBES) Department will make an application completeness determination within thirty days of application submittal and the payment of all required initial fees.

- General Application Form:** The attached General Application Form must be completed in full and signed by the property owner or their authorized agent. Corporations, partnership, and the like have special signature requirements as noted on the Form.
- Application Fee:** Total Fees are based on actual time and materials. A deposit in the amount of **\$10,000, check made payable to County of Napa.**
- Read and Sign the Hourly Fee Agreement**
- Detailed Project Description:** The Project Description should address all of the applicable items listed below:
  1. Existing site conditions and uses.
  2. Proposed type of development and size, proposed uses/business, development phases, changes or alterations to the property or building including new/modified improvements and off-site improvements.
  3. Days of the week and hours of operation.
  4. Maximum number of employees per shift and hours of shifts.
  5. Are there additional licenses and/or approvals from outside agencies needed from a Special District, Regional, State, Federal?
  6. What is your water supply? How/where is liquid/solid waste disposed?
- To-Scale Site Development Plans (ALL plans must be to an identified architect's or engineer's scale and shall be legible):**  
Submit **three (3) 24" X 36"** and **one 11" x 17"** copies of plans consistent with information contained in the *Building Department Site Plan Handout*.
- NA  **To-Scale Floor Plans (ALL plans must be to an identified architect's or engineer's scale, shall show the existing and proposed conditions of the building and shall be legible):**  
Submit **three (3) 24" X 36"** and **one 11" x 17"** copies of plans with the following information and details:
  1. Dimensions and area of all rooms, hallways and covered or partially enclosed outdoor areas.
  2. Use of each area within each structure/building.
  3. Location of emergency exists.
- NA  **To-Scale Building Elevations (ALL plans must be to an identified architect's or engineer's scale, shall show the existing and proposed conditions of the building and shall be legible):**  
Submit **three (3) 24" X 36"** and **one 11" x 17"** copies of plans with the following information and details:
  1. All relevant dimensions.
  2. Exterior materials.
  3. Exterior colors.
  4. Existing grade.
  5. Finished grade.
  6. Finished floor level.
  7. Building height consistent with Figure 209-1 of the 1997 UBC Handbook.
- Technical Information and Reports**  
The following technical information and studies are generally required unless waived by County Planning Staff at or following a Pre-Application Review Meeting. Please see County Planning Staff for a list of pre-qualified consultants.
  1. FOR WINERY PROJECTS: Additional submittal information is necessary and should be included with the submittal packet consistent with the Winery Use Permit Supplemental Submittal Requirements.
  2. Traffic Study consistent with Traffic Impact Study Preparation Requirements link:  
<https://www.countyofnapa.org/DocumentCenter/View/2514/Requirements-for-Preparation-of-Traffic-Impact-Studies-PDF>.
  3. Archeological/Cultural Resources Study (consistent with State of California requirements)
  4. Historic Resources Study (consistent with State Office of Historic Preservation requirements)
  5. Biological Study – Includes Special Status Survey (consistent with *Guidelines for Preparing Biological Resources Reconnaissance Surveys* and *Guidelines for Preparing Special-Status Plant Studies*)

6. Water Availability/Groundwater Study (consistent with the WAA Guidance Document adopted by the Board 5/12/2015)
7. Special Studies (The following may be required on a project-specific basis at the discretion of the PBES Director.)
  - Noise Study (demonstrating consistency with Napa County Code Chapter 8.16).
  - Aviation Compatibility Study (consistent with Airport Land Use Compatibility Plan requirements)
  - Visual Impacts Study (Photographic simulations)
  - Geological/Geotechnical Hazard Report – Alquist Priolo Act
  - Hydraulic Analysis (flood impact) if within Floodplain and/or Floodway
  - Stormwater Control Plan (consistent with Napa County BASMAA Post Construction Manual)
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_

**Additional Information Required by the Environmental Health Department:**

1. Soil Evaluation Report if an on-site septic system is proposed.
2. Septic Feasibility Report for any new or upgraded septic systems or any expansion of use relying on an existing septic system.
3. Water System Feasibility Report if the water supply system will serve 25 or more people inclusive of employees, visitors, and residents or if kitchen is proposed. See enclosed handout provided by Environmental Services.
4. Water and/or Sewage Disposal Easement if an off-site spring, well, reservoir, storage tank, or individual sewage disposal system is proposed.
5. Completed Business Activities form, enclosed.
6. Solid Waste & Recycling Storage area location and size included on overall site plan. See guidelines at [www.countyofnapa.org/DEM/](http://www.countyofnapa.org/DEM/).
7. Cave setback plan if a cave is proposed. See handout provided by Environmental Services.

Please click on Other Information tab at <https://www.countyofnapa.org/1904/Environmental-Health-Division> for forms and handouts related to use permit application submittal.

**Additional Information Required by the Engineering Services:**

Please contact Engineering Services for any additional handouts or forms related to use permit application submittal.

**Please Note**

While this checklist includes all information generally required to process a Use Permit application, it is primarily focused on winery uses. Additional information may be required at the discretion of the Planning Manager, and in particular in those cases where non-winery commercial uses (such as restaurants) are proposed. **The Planning Division will make every effort to identify any additional required information at or directly following the Pre-application Review Meeting.**

**Plans and Studies provided electronically via CD, USB Drive and/or DropBox link.**



## Hourly Fee Agreement

PROJECT File: P20-00223; request for Use Permit

\_\_\_\_\_. I,  
\_\_\_\_\_, the undersigned, hereby authorize the County of Napa to process the above referenced permit request in accordance with the Napa County Code. I am providing \$ 10,000 as a deposit to pay for County staff review, coordination and processing costs related to my permit request based on actual staff time expended and other direct costs. **In making this deposit, I acknowledge and understand that the deposit may only cover a portion of the total processing costs. Actual costs for staff time are based on hourly rates adopted by the Board of Supervisors in the most current Napa County fee schedule. I also understand and agree that I am responsible for paying these costs even if the application is withdrawn or not approved.**

I understand and agree to the following terms and conditions of this Hourly Fee Agreement:

1. Time spent by Napa County staff in processing my application and any direct costs will be billed against the available deposit. "Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant's representatives, neighbors and/or interested parties, attendance and participation at meetings and public hearings, preparation of staff reports and other correspondence, or responding to any legal challenges related to the application during the processing of your application. "Staff" includes any employee of the Planning, Building and Environmental Services Department (PBES), the Office of the County Counsel, or other County staff necessary for complete processing of the application. "Direct costs" include any consultant costs for the peer review of materials submitted with the application, preparation of California Environmental Quality Act (CEQA) documents, expanded technical studies, project management, and/or other outside professional assistance required by the County and agreed to by the applicant. The cost to manage consultant contracts by staff will also be billed against the available deposit.
2. Staff will review the application for completeness and provide me with a good faith estimate of the full cost of processing the permit. Any requested additional deposit shall be submitted to PBES to allow continued processing of the project.
3. I understand that the County desires to avoid incurring permit processing costs without having sufficient funds on deposit. If staff determines that inadequate funds are on deposit for continued processing, staff shall notify me in writing and request an additional deposit amount estimated necessary to complete processing of my application. I agree to submit sufficient funds as requested by staff to process the project through the hearing process within 30 days of the request.
4. I understand that if the amount on deposit falls below zero, staff will notify me and stop work on the application until sufficient additional funds are provided
5. If the final cost is less than the amount remaining on deposit, the unused portion of the deposit will be refunded to me. If the final cost is more than the available deposit, I agree to pay the amount due within 30 days of billing.
6. If I fail to pay any invoices or requests for additional deposits within 30 days, the County may either stop processing my permit application, or after conducting a hearing, may deny my permit application. If I fail to pay any amount due after my application is approved, I understand that my permit may not be exercised, or may be subject to revocation. I further agree that no building, grading, sewage, or other project related permits will be issued if my account is in arrears.

7. I may file a written request for a further explanation or itemization of invoices, but such a request does not alter my obligation to pay any invoices in accordance with the terms of this agreement.

Name of Applicant responsible for payment of all County processing fees (Please Print):

GIL PRIDMORE

Mailing Address of the Applicant responsible for paying processing fees:

1305 CAPELL VLY RD.

NAPA, CA 94558

Signature:\*



Email Address:

GILPRIDMORE@GMAIL.COM

Date:

7/30/2020

Phone Number:

707-738-7605

\*ATTENTION - The applicant will be held responsible for all charges.

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## Adjoining Property Owner List Requirements

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All applications shall include a list of the current owners of all the properties whose outer perimeters are within **1,000 feet** of the property boundary of the project site. The list shall include the property owner's names, their addresses, and the assessor's parcel numbers of the property owned. The list may be expanded to include other affected property owners at the discretion of the Planning Director as well as individuals having a request for notice on file with the Commission Clerk.

Preparation, verification and submission of this list of property owners is the responsibility of the applicant. Lists of the property owners appearing on County tax rolls in the form required are available from all local title insurance companies. Each such list must be certified by a title insurance company as reflecting the most recent County tax roll information. While the mailing list is not necessarily required at initial project submittal, the project cannot be noticed for hearing without it.

### Instructions to the Title Company

Please prepare the property owners' list as follows:

1. Type the property owners' names, parcel numbers and mailing addresses on an 8½" by 11" sheet of Avery #5160 Laser Labels so that this information can be readily used in mailing by the Planning, Building & Environmental Services Department.
2. Submit a full page copy of the assessors' parcel book page(s) and a copy of the latest equalized assessment roll used to compile the property owners' list. Please indicate the location of all parcels listed, by check mark or colored parcel number circled on the pages.

*If you have any questions, please contact the Planning, Building & Environmental Services Department at (707) 253-4417.*



A Tradition of Stewardship  
A Commitment to Service

Planning, Building & Environmental Services - Hillary Gitelman, Director  
1195 Third Street, Napa, CA 94559 - (707) 253-4417 - www.countyofnapa.org

Project name & APN: Capell School, 032-120-026

Project number if known: NA

Contact person: Cameron Pridmore

Contact email & phone number: Cameron@cmpengineering.com

Today's date: 7/30/2020

## Voluntary Best Management Practices Checklist for Development Projects

Napa County General Plan Policy CON-65 (e) and Policy CON-67 (d) requires the consideration of Greenhouse Gas (GHG) emissions in the review of discretionary projects and to promote and encourage "green building" design. The below Best Management Practices (BMPs) reduce GHG emissions through energy and water conservation, waste reduction, efficient transportation, and land conservation. The voluntary checklist included here should be consulted early in the project and be considered for inclusion in new development. It is not intended, and likely not possible for all projects to adhere to all of the BMPs. Rather, these BMPs provide a portfolio of options from which a project could choose, taking into consideration cost, co-benefits, schedule, and project specific requirements. Please check the box for all BMPs that your project proposes to include and include a separate narrative if your project has special circumstances.

### Practices with Measurable GHG Reduction Potential

The following measures reduce GHG emissions and if needed can be calculated. They are placed in descending order based on the amount of emission reduction potential.

Already Plan  
Doing To Do

ID # BMP Name

**BMP-1 Generation of on-site renewable energy**  
*If a project team designs with alternative energy in mind at the conceptual stage it can be integrated into the design. For instance, the roof can be oriented, sized, and engineered to accommodate photovoltaic (PV) panels. If you intend to do this BMP, please indicate the location of the proposed PV panels on the building elevations or the location of the ground mounted PV array on the site plan. Please indicate the total annual energy demand and the total annual kilowatt hours produced or purchased and the potential percentage reduction of electrical consumption. Please contact staff or refer to the handout to calculate how much electrical energy your project may need.*

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**BMP-2 Preservation of developable open space in a conservation easement**  
*Please indicate the amount and location of developable land (i.e.: under 30% slope and not in creek setbacks or environmentally sensitive areas for vineyards) conserved in a permanent easement to prohibit future development.*

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Already Plan  
Doing To Do

- BMP-3 Habitat restoration or new vegetation (e.g. planting of additional trees over 1/2 acre)**  
*Napa County is famous for its land stewardship and preservation. Restoring areas within the creek setback reduces erosion potential while planting areas that are currently hardscape (such as doing a bio-retention swale rather than underground storm drains) reduces storm water and helps the groundwater recharge. Planting trees can also increase the annual uptake of CO<sub>2</sub>e and add the County's carbon stock.*
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- BMP-4 Alternative fuel and electrical vehicles in fleet**  
*The magnitude of GHG reductions achieved through implementation of this measure varies depending on the analysis year, equipment, and fuel type replaced.*
- Number of total vehicles** \_\_\_\_\_  
**Typical annual fuel consumption or VMT** \_\_\_\_\_  
**Number of alternative fuel vehicles** \_\_\_\_\_  
**Type of fuel/vehicle(s)** \_\_\_\_\_  
**Potential annual fuel or VMT savings** \_\_\_\_\_

- BMP-5 Exceed Title 24 energy efficiency standards: Build to CALGREEN Tier 2**  
*The California Building Code update effective January 1, 2011 has new mandatory green building measures for all new construction and has been labeled CALGREEN. CALGREEN provides two voluntary higher levels labeled CALGREEN Tier I and CALGREEN Tier II. Each tier adds a further set of green building measures that go above and beyond the mandatory measures of the Code. In both tiers, buildings will use less energy than the current Title 24 California Energy Code. Tier I buildings achieve at least a 15% improvement and Tier 2 buildings are to achieve a 30% improvement. Both tiers require additional non-energy prerequisites, as well as a certain number of elective measures in each green building category (energy efficiency, water efficiency, resource conservation, indoor air quality and community).*
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- BMP-6 Vehicle Miles Traveled (VMT) reduction plan**  
*Selecting this BMP states that the business operations intend to implement a VMT reduction plan reducing annual VMTs by at least 15%.*
- Tick box(es) for what your Transportation Demand Management Plan will/does include:
- employee incentives
  - employee carpool or vanpool
  - priority parking for efficient transportation (hybrid vehicles, carpools, etc.)
  - bike riding incentives
  - bus transportation for large marketing events
  - Other: \_\_\_\_\_
- 
- 
- Estimated annual VMT \_\_\_\_\_
- Potential annual VMT saved \_\_\_\_\_  
% Change \_\_\_\_\_

Already Doing    Plan To Do

**BMP-7 Exceed Title 24 energy efficiency standards: Build to CALGREEN Tier 1**

*See description below under BMP-5.*

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**BMP-8 Solar hot water heating**

*Solar water heating systems include storage tanks and solar collectors. There are two types of solar water heating systems: active, which have circulating pumps and controls, and passive, which don't. Both of them would still require additional heating to bring them to the temperature necessary for domestic purposes. They are commonly used to heat swimming pools.*

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**BMP-9 Energy conserving lighting**

*Lighting is approximately 25% of typical electrical consumption. This BMP recommends installing or replacing existing light bulbs with energy-efficient compact fluorescent (CF) bulbs or Light Emitting Diode (LED) for your most-used lights. Although they cost more initially, they save money in the long run by using only 1/4 the energy of an ordinary incandescent bulb and lasting 8-12 times longer. Typical payback from the initial purchase is about 18 months.*

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**BMP-10 Energy Star Roof/Living Roof/Cool Roof**

*Most roofs are dark-colored. In the heat of the full sun, the surface of a black roof can reach temperatures of 158 to 194 °F. Cool roofs, on the other hand, offer both immediate and long-term benefits including reduced building heat-gain and savings of up to 15% the annual air-conditioning energy use of a single-story building. A cool roof and a green roof are different in that the green roof provides living material to act as a both heat sink and thermal mass on the roof which provides both winter warming and summer cooling. A green (living) roof also reduces storm water runoff.*

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**BMP-11 Bicycle Incentives**

*Napa County Zoning Ordinance requires 1 bicycle rack per 20 parking spaces (§18.110.040). Incentives that go beyond this requirement can include on-site lockers for employees, showers, and for visitor's items such as directional signs and information on biking in Napa. Be creative!*

*Additional bike parking or lockup sheds for guests.*

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**BMP-12 Bicycle route improvements**

*Refer to the Napa County Bicycle Plan (NCPTA, December 2011) and note on the site plan the nearest bike routes. Please note proximity, access, and connection to existing and proposed bike lanes (Class I: Completely separated right-of-way; Class II: Striped bike lane; Class III: Signed Bike Routes). Indicate bike accessibility to project and any proposed improvements as part of the project on the site plan or describe below.*

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Already Plan  
Doing To Do

**BMP-13 Connection to recycled water**

*Recycled water has been further treated and disinfected to provide a non-potable (non-drinking water) water supply. Using recycled water for irrigation in place of potable or groundwater helps conserve water resources.*

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**BMP-14 Install Water Efficient fixtures**

*WaterSense, a partnership program by the U.S. Environmental Protection Agency administers the review of products and services that have earned the WaterSense label. Products have been certified to be at least 20 percent more efficient without sacrificing performance. By checking this box you intend to install water efficient fixtures or fixtures that conserve water by 20%.*

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**BMP-15 Low-impact development (LID)**

*LID is an approach to land development (or re-development) that works with nature to manage storm water as close to its source as possible. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat storm water as a resource rather than a waste product. There are many practices that have been used to adhere to these principles such as bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements. By implementing LID principles and practices, water can be managed in a way that reduces the impact of built areas and promotes the natural movement of water within an ecosystem or watershed. Please indicate on the site or landscape plan how your project is designed in this way.*

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**BMP-16 Water efficient landscape**

*If your project is a residential development proposing in excess of 5,000 sq. ft. or a commercial development proposing in excess of 2,500 sq. ft. The project will be required to comply with the Water Efficient Landscape Ordinance (WELO).*

*Please check the box if you will be complying with WELO or if your project is smaller than the minimum requirement and you are still proposing drought tolerant, zeroscape, native plantings, zoned irrigation or other water efficient landscape.*

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**BMP-17 Recycle 75% of all waste**

*Did you know that the County of Napa will provide recycling collectors for the interior of your business at no additional charge? With single stream recycling it is really easy and convenient to meet this goal. To qualify for this BMP, your business will have to be aggressive, proactive and purchase with this goal in mind.*

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Already Plan  
Doing To Do

**BMP-18 Compost 75% food and garden material**

*The Napa County food composting program is for any business large or small that generates food scraps and compostable, including restaurants, hotels, wineries, assisted living facilities, grocery stores, schools, manufacturers, cafeterias, coffee shops, etc. All food scraps (including meat & dairy) as well as soiled paper and other compostable - see <http://www.naparecycling.com/foodcomposting> for more details.*

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**BMP-19 Implement a sustainable purchasing and shipping programs**

*Environmentally Preferable Purchasing (EPP) or Sustainable Purchasing refers to the procurement of products and services that have a reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. By selecting this BMP, you agree to have an EPP on file for your employees to abide by.*

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**BMP-20 Planting of shade trees within 40 feet of the south side of the building elevation**

*Well-placed trees can help keep your building cool in summer. If you choose a deciduous tree after the leaves drop in autumn, sunlight will warm your building through south and west-facing windows during the colder months. Well-designed landscaping can reduce cooling costs by 20%. Trees deliver more than energy and cost savings; they are important carbon sinks. Select varieties that require minimal care and water, and can withstand local weather extremes. Fruit or nut trees that produce in your area are great choices, providing you with local food as well as shade. Please use the site or landscape plan to indicate where trees are proposed and which species you are using.*

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**BMP-21 Electrical Vehicle Charging Station(s)**

*As plug-in hybrid electric vehicles (EV) and battery electric vehicle ownership is expanding, there is a growing need for widely distributed accessible charging stations. Please indicate on the site plan where the station will be.*

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**BMP-22 Public Transit Accessibility**

*Refer to <http://www.ridethevine.com/vine> and indicate on the site plan the closest bus stop/route. Please indicate if the site is accessed by transit or by a local shuttle. Provide an explanation of any incentives for visitors and employees to use public transit. Incentives can include bus passes, informational hand outs, construction of a bus shelter, transportation from bus stop, etc.*

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Already Plan  
Doing To Do

**BMP-23**

**Site Design that is oriented and designed to optimize conditions for natural heating, cooling, and day lighting of interior spaces, and to maximize winter sun exposure; such as a cave.**

*The amount of energy a cave saves is dependent on the type of soil, the microclimate, and the user's request for temperature control. Inherently a cave or a building burned into the ground saves energy because the ground is a consistent temperature and it reduces the amount of heating and cooling required. On the same concept, a building that is oriented to have southern exposure for winter warmth and shading for summer cooling with an east-west cross breeze will naturally heat, cool, and ventilate the structure without using energy. Please check this box if your design includes a cave or exceptional site design that takes into consideration the natural topography and sitting. Be prepared to explain your approach and estimated energy savings.*

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**BMP-24 Limit the amount of grading and tree removal**

*Limiting the amount of earth disturbance reduces the amount of CO2 released from the soil and mechanical equipment. This BMP is for a project design that either proposes a project within an already disturbed area proposing development that follows the natural contours of the land, and that doesn't require substantial grading or tree removal.*

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**BMP-25 Will this project be designed and built so that it could qualify for LEED?**

<b>BMP-25 (a)</b>	<input type="checkbox"/>	<b>LEED™ Silver</b> (check box BMP-25 and this one)
<b>BMP-25 (b)</b>	<input type="checkbox"/>	<b>LEED™ Gold</b> (check box BMP-25, BMP-25 (a), and this box)
<b>BMP-25 (c)</b>	<input type="checkbox"/>	<b>LEED™ Platinum</b> (check all 4 boxes)

## Practices with Un-Measured GHG Reduction Potential

**BMP-26 Are you, or do you intend to become a Certified Green Business or certified as a "Napa Green Winery"?**

*As part of the Bay Area Green Business Program, the Napa County Green Business Program is a free, voluntary program that allows businesses to demonstrate the care for the environment by going above and beyond business as usual and implementing environmentally friendly business practices. For more information check out the Napa County Green Business and Winery Program at [www.countyofnapa.org](http://www.countyofnapa.org).*

**BMP-27 Are you, or do you intend to become a Certified "Napa Green Land"?**

*Napa Green Land, fish friendly farming, is a voluntary, comprehensive, "best practices" program for vineyards. Napa Valley vintners and growers develop farm-specific plans tailored to protect and enhance the ecological quality of the region, or create production facility programs that reduce energy and water use, waste and pollution. By selecting this measure either you are certified or you are in the process of certification.*

Already Plan  
Doing To Do

**BMP-28 Use of recycled materials**

*There are a lot of materials in the market that are made from recycled content. By ticking this box, you are committing to use post-consumer products in your construction and your ongoing operations.*

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**BMP-29 Local food production**

*There are many intrinsic benefits of locally grown food, for instance reducing the transportation emissions, employing full time farm workers, and improving local access to fresh fruits and vegetables.*

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**BMP-30 Education to staff and visitors on sustainable practices**

*This BMP can be performed in many ways. One way is to simply put up signs reminding employees to do simple things such as keeping the thermostat at a consistent temperature or turning the lights off after you leave a room. If the project proposes alternative energy or sustainable winegrowing, this BMP could include explaining those business practices to staff and visitors.*

4-H Livestock production education area focusing on farm to table.

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**BMP-31 Use 70-80% cover crop**

*Cover crops reduce erosion and the amount of tilling which is required, which releases carbon into the environment.*

**BMP-32 Retain biomass removed via pruning and thinning by chipping the material and reusing it rather than burning on-site**

*By selecting this BMP, you agree not to burn the material pruned on site.*

**BMP-33 Are you participating in any of the above BMPS at a 'Parent' or outside location?**

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**BMP-34 Are you doing anything that deserves acknowledgement that isn't listed above?**

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**Comments and Suggestions on this form?**

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## **Sources:**

1. *Napa County Bicycle Plan, NCTPA, December 2011*
2. *California Air Pollution Control Officers Associate (CAPCOA). January 2008. CEQA and Climate Change*
3. *Napa County General Plan, June 2008.*
4. *California Office of the Attorney General. 2010. Addressing Climate Change at the Project Level available at [http://ag.ca.gov/global\\_warming/pdf/GW\\_mitigation\\_measures.pdf](http://ag.ca.gov/global_warming/pdf/GW_mitigation_measures.pdf)*
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