



# Meeting Minutes

## Napa County Planning Commission

District 1, Kara Brunzell (Vice-Chair)  
District 2, Walter Brooks  
District 3, Molly Moran Williams  
District 4, Pete Richmond  
District 5, Megan Dameron (Chair)

Brian D. Bordona, Director  
Laura Anderson, County Counsel  
Michael Parker, Planning Manager  
Alexandria Quackenbush, Meeting Clerk  
Angie Ramirez Vega, Meeting Clerk

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Wednesday, July 16, 2025

9:00 AM

Board of Supervisors Chambers  
1195 Third Street, Third Floor

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**1. CALL TO ORDER / ROLL CALL**

Commissioners Present: Megan Dameron, Kara Brunzell, Walter Brooks, Molly Moran Williams, Pete Richmond

Commissioners Absent: None

**2. PLEDGE OF ALLEGIANCE**

Pledge was held during the preceding ALUC meeting.

**3. CITIZEN COMMENTS AND RECOMMENDATIONS**

None.

**4. APPROVAL OF MINUTES**

Motion by Commissioner Brunzell to approve minutes for the July 2, 2025, regular meeting as presented, seconded by Commissioner Moran Williams

Vote: Carried 4-0-1

Yes: Brunzell, Moran Williams, Richmond, Dameron

No: None

Abstain: Brooks

**5. AGENDA REVIEW**

Michael Parker gave the agenda review.

**6. DISCLOSURES**

Yes: Brooks, Richmond, Brunzell, Moran Williams, Dameron

No: None

**7. PUBLIC HEARING ITEMS**

**A. JEREMY NICKEL / VINEYARD HOUSE WINERY / USE PERMIT P18-00448-UP, USE PERMIT EXCEPTION TO THE CONSERVATION REGULATIONS P21-00341-UP AND EXCEPTIONS TO THE NAPA COUNTY ROAD AND STREET STANDARDS**

**CEQA STATUS:** Consideration and possible adoption of a Mitigated Negative Declaration. According to the proposed Mitigated Negative Declaration, the proposed project would not have any potentially significant environmental impacts after implementation of mitigation measures. Mitigation measures are proposed for the following areas: Biological and Tribal Cultural Resources. 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 to establish a new 20,000 gallons per year winery, including the construction of a wine cave and covered crush pad/bottling area for wine production and the conversion of an existing residence to a tasting room, associated tours and tastings by appointment only, establishment of a marketing program, and the removal and replacement of woodland habitat. The application also requests an Exception to the Conservation Regulations to construct the ingress and egresses of the cave within the stream setback and Exceptions to the Napa County Road and Street Standards (RSS) is requested for a Left Turn Lane Warrant and for required improvements on the shared project driveway. The applicant has proposed a modified left turn lane from Oakville Grade Road to the project driveway and improvements that serve the same overall practical effect of the Napa County Road and Street Standards.

The project is located on an approximately 42.68-acre site within the Agricultural Watershed (AW) zoning district with a General Plan land use designation of Agriculture, Watershed, and Open Space (AWOS) at 1581 and 1583 Oakville Grade, Napa, CA 94562; APN: 027-360-022-000.

**STAFF RECOMMENDATION:** Adopt the Initial Study/Mitigated Negative Declaration prepared for the project and approve the Exceptions to the Road and Street Standards, Use Permit Exception to Conservation Regulations No. P21-00341 and Use Permit No. P18-00448, as conditioned.

**STAFF CONTACT:** Matt Ringel, Planner III, Matthew.ringel@countyofnapa.org, (707) 299-1351

**APPLICANT CONTACT:** Jeremy Justin Nickel, P.O. Box 3897, Yountville, CA 94559

**APPLICANT REPRESENTATIVE CONTACT:** Paul Kelley, Paul Kelley Architecture, 541 Jefferson Street, Napa, CA 94559, paul@paulkelleyarchitecture.com, (707) 257-1148.

Chair Dameron opened public comment, three comments were received, Chair Dameron closed public comment.

Motion by Commissioner Brunzell to continue the item to the September 3, 2025 Planning Commission Meeting, seconded by Commissioner Brooks.

Vote: Carried 5-0-0

Yes: Brunzell, Brooks, Richmond, Moran Williams, Dameron

No: None

Absent: None

## **B. POTTS POOL USE PERMIT EXCEPTION TO THE CONSERVATION REGULATIONS - #P23-00318-UPX**

**CEQA STATUS:** Consideration and possible adoption of Categorical Exemption pursuant to California Environmental Quality Act Guidelines at 14 CCR Section 15301 (Class 1, Minor Alteration to Existing Facilities), Section 15303 (Class 3, New Construction or Conversion of Small Structures), which exempts construction of swimming pools; and Section 15304 (Class 4, Minor Alterations to Land) which exempts minor trenching where the surface is restored. It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act. The project site is not on any lists of hazardous waste sites enumerated under Government Code Section 65962.5.

**REQUEST:** Approval of a request for an exception to the Napa County Conservation Regulations (County Code Chapter 18.108), in the form of a Use Permit in order to allow the development of a pool on land located within the required 45-foot setback from a county designated blue-line stream (Soda Creek). The subject parcel was impacted by the 2017 Complex fire, and the house (rebuild is almost completed) has been setback further from the existing stream. During the original building permit submittal two potential pool locations were called out; one location was proposed within the footprint of the former residence (an area that was already disturbed and developed) and another in between the house and well. Both locations lie within the required stream setback from Soda Creek, however, the existing home and improvements were legally established several decades before adoption of the stream setback requirements which came into effect in 1993 and thus said noted uses constitute pre-existing legal nonconformity. The proposed pool is an accessory use to a residence but is considered a new use as it was not existing prior to the 2017 fire. The development potential of the site is constricted due to the small size of the parcel (0.45 acres), narrow width of the parcel (~50 feet at the narrowest and ~150 at the widest), and the required road setback/front yard setback from Soda Canyon Road (55 feet) and the stream setback requirement (45 feet) (see Attachment F: Parcel Buildable Area Map). The exception request will allow for the owner to develop a pool with the stream setback, a use which other nearby parcels enjoy.

The project is located on an approximately 0.45-acre parcel within the Agricultural Watershed (AW) zoning district and accessed via a private driveway located off of Soda Canyon Road. The parcel is approximately 450 feet south of the intersection of Shady Oaks Road and Soda Canyon Road; 1229 Soda Canyon Road, Napa, APN: 039-130-005-000.

**STAFF RECOMMENDATION:** Adopt the Categorical Exemption and approve the Use Permit Exception to the Conservation Regulations as conditioned.

**STAFF CONTACT:** Dana Morrison, Supervising Planner; phone (707) 253-4437; email: [dana.morrison@countyofnapa.org](mailto:dana.morrison@countyofnapa.org)

**OWNER/APPLICANT:** Jeffery Potts, (925) 216-5553, [jpotts@sdgarchitectsinc.com](mailto:jpotts@sdgarchitectsinc.com)

Chair Dameron opened public comment, one comment was received, Chair Dameron closed public comment.

Motion by Commissioner Brooks to 1) Adopt the Categorical Exemption based on Findings 1-4 of Attachment A; and 2) Approve an Exception to the Conservation Regulations in the form of a Use Permit (#P23-00318-UPX), based on Findings 5-16 of Attachment A, and subject to the Conditions of Approval (COA) listed in Attachment B. in addition to include pool cover and minimize permit costs, seconded by Commissioner Brunzell.

Vote: Carried 5-0-0

Yes: Brooks, Brunzell, Richmond, Moran Williams, Dameron

No: None

Absent: None

**C. GENERAL PLAN AND ZONING CODE UPDATE TO ACHIEVE CONSISTENCY WITH THE 2024 UPDATED AIRPORT LAND USE COMPATIBILITY PLAN P25-00195**

**CEQA STATUS:** Consideration and recommendation that the Board of Supervisors find that this project implements the programs and policies of the Airport Land Use Compatibility Plan (ALUCP), is within the scope of the activities and impacts identified and analyzed in the ALUCP's Negative Declaration adopted on December 4, 2024 (State Clearinghouse No. 2024060773) and no new environmental effects have been found and no new mitigation is necessary. Therefore, no additional environmental review is required pursuant to Public Resources Code Section 21166 and California Environmental Quality Act (CEQA) Guidelines Section 15162.

**REQUEST:** That the Planning Commission make the following recommendations to the Board of Supervisors:

- (1) Adopt a resolution amending the Agricultural Preservation and Land Use Element and Community Character Element of the Napa County General Plan to achieve consistency with the ALUCP adopted by the Napa County Airport Land Use Commission (ALUC) on December 4, 2024; and
- (2) Adopt an ordinance amending Chapter 18.80 (AC Airport Compatibility Combination District) of Title 18 (Zoning) of the Napa County Code to achieve consistency with the ALUCP adopted on December 4, 2024, by the ALUC.

**STAFF RECOMMENDATION:** That the Planning Commission conduct a public hearing and forward a recommendation to the Board of Supervisors on the requested actions.

**STAFF CONTACT:** Michael Parker, Planning Manager, [michaelparker@countyofnapa.org](mailto:michaelparker@countyofnapa.org)  
Chair Dameron opened public comment, receiving none, she closed public comment.

Motion by Commissioner Richmond 1. Find this project implements the programs and policies of the ALUCP, is within the scope of the activities and impacts identified and analyzed in the ALUCP's Negative Declaration adopted on December 4, 2024 (State Clearinghouse No. 2024060773) and no new environmental effects have been found, and no new mitigation is necessary; 2. Adopt a resolution amending the Agricultural Preservation and Land Use Element and Community Character Element of the Napa County General Plan to achieve consistency with the ALUCP adopted by the Napa County ALUC on December 4, 2024; and 3. Adopt an ordinance amending Chapter 18.80 (AC Airport Compatibility Combination District) Sections 18.80.030 (ALUCP Zone E regulations), 18.80.040 (ALUCP Zone D regulations), 18.80.050 (ALUCP Zone C regulations), 18.80.060 (ALUCP Zone B regulations), 18.80.070 (ALUCP Zone A regulations), 18.80.090 (ALUC referral), 18.80.100 (Filing materials), and 18.80.110 (Findings) of Title 18 (Zoning) of the Napa County Code to achieve consistency with the ALUCP adopted on December 4, 2024 by the ALUC., seconded by Commissioner Brooks.

Vote: Carried 5-0-0

Yes: Richmond, Brooks, Brunzell, Moran Williams, Dameron

No: None

Absent: None

**8. ADMINISTRATIVE ITEMS – NONE**

**9. DIRECTOR OR DIRECTOR'S DESIGNEE REPORT**

DISCUSSION OF ITEMS FOR THE *AUGUST 6, 2025 REGULAR MEETING*

Michael Parker discussed potential items for the August 6, 2025, meeting.

BOARD OF SUPERVISORS ACTIONS - None

OTHER DEPARTMENT ACTIVITIES - None

CODE COMPLIANCE REPORT - None

ZONING ADMINISTRATOR ACTIONS - None

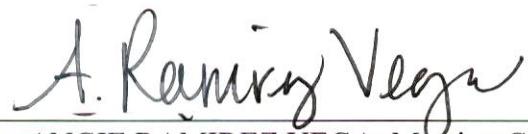
OTHER PENDING PROJECT'S STATUS - None

**10. COMMISSIONER COMMENTS / COMMITTEE REPORTS**

None

**11. ADJOURNMENT**

Meeting adjourned at 12:16pm



ANGIE RAMIREZ VEGA, Meeting Clerk