



A Tradition of Stewardship
A Commitment to Service

County of Napa Planning, Building & Environmental Services

Use Permit Processing Workshop



What is a Use Permit?

For Napa County, a conditional use permit allows the County to consider through a public hearing process, special uses which may be essential or desirable to a particular community, but which are not allowed as a matter of right within a zoning district.



USE PERMIT TYPES

- ☐ For Winery Uses, there are four different types of use permits, each with its own specific review, thresholds, public noticing, application and processing requirements:
 - ☐ New Winery Use Permit
 - ☐ Small Winery Use Permit (Only applicable to active permittees of existing Certificate of Exemptions)
 - ☐ Micro Winery (Production limitation of 5,000 gallons and other thresholds)
 - ☐ An Exception to the Conservation Regulations



USE PERMIT TYPES

- ☐ For Residential and Non-Residential Uses, there are two different classes of use permits, each with its own specific review, thresholds, public noticing, application and processing requirements:
 - ☐ New Use Permit
 - ☐ An Exception to the Conservation Regulations



What is a Use Permit Modification?

A use permit modification allows for permittees which are growing or changing to expand their operations and adjust their Use Permit entitlement.



USE PERMIT MODIFICATION TYPES

- ☐ For Winery Uses, there are three different classes of modifications, each with its own specific review, thresholds, public noticing, application and processing requirements:
 - ☐ Major Modification
 - ☐ Minor Modification
 - ☐ Winery Administrative Permit



USE PERMIT MODIFICATION TYPES

- ☐ For Residential and Non-Residential Uses, there are three different classes of modifications, each with its own specific review, thresholds, public noticing, application and processing requirements:
 - ☐ Major Modification
 - ☐ Minor Modification
 - ☐ Very Minor Modification



OTHER RELATED APPLICATION TYPES

☐ **Status Determination Process (Resolution No. 2018-164)**

- ☐ Used to determine existing authorized entitlements for any use permit application.
- ☐ Does not allow any Modifications to the existing entitlement.



OTHER RELATED APPLICATION TYPES

☐ Use Determination Process (NCC Section 18.124.080)

☐ Deems the Use Permit Entitlement “Used” through the following actions:

☐ Secure a Building Permit, Wastewater or Sewage Disposal Permit.

☐ Subject to other agency permit approvals and can show that sufficient funds have been expended (or liabilities incurred).

☐ Expend sufficient funds toward preparation for construction activities.

☐ Subsequent modifications do not have expiration dates if use permit has been in operation.



PREAPPLICATION MEETING REQUESTS

☐ **Types:**

- ☐ Office Meeting
- ☐ Site Visit

☐ **Purpose of a Pre-Application Meeting:**

- ☐ An opportunity to meet with staff from applicable Divisions to receive feedback on a proposed project.
 - ☐ Identify the type of application and related permits that may be necessary, permit processing steps and timelines.
 - ☐ Identify pertinent information and technical studies that will be required to submit a complete application.



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DEVELOPMENT REVIEW PROCESS OVERVIEW

- ☐ Planning Commission Meeting
- ☐ Zoning Administrator Meeting
- ☐ Minor Modification & Very Minor Modification (Zoning Administrator Authorization)
- ☐ Winery Administrative Permit (Director Authorization)

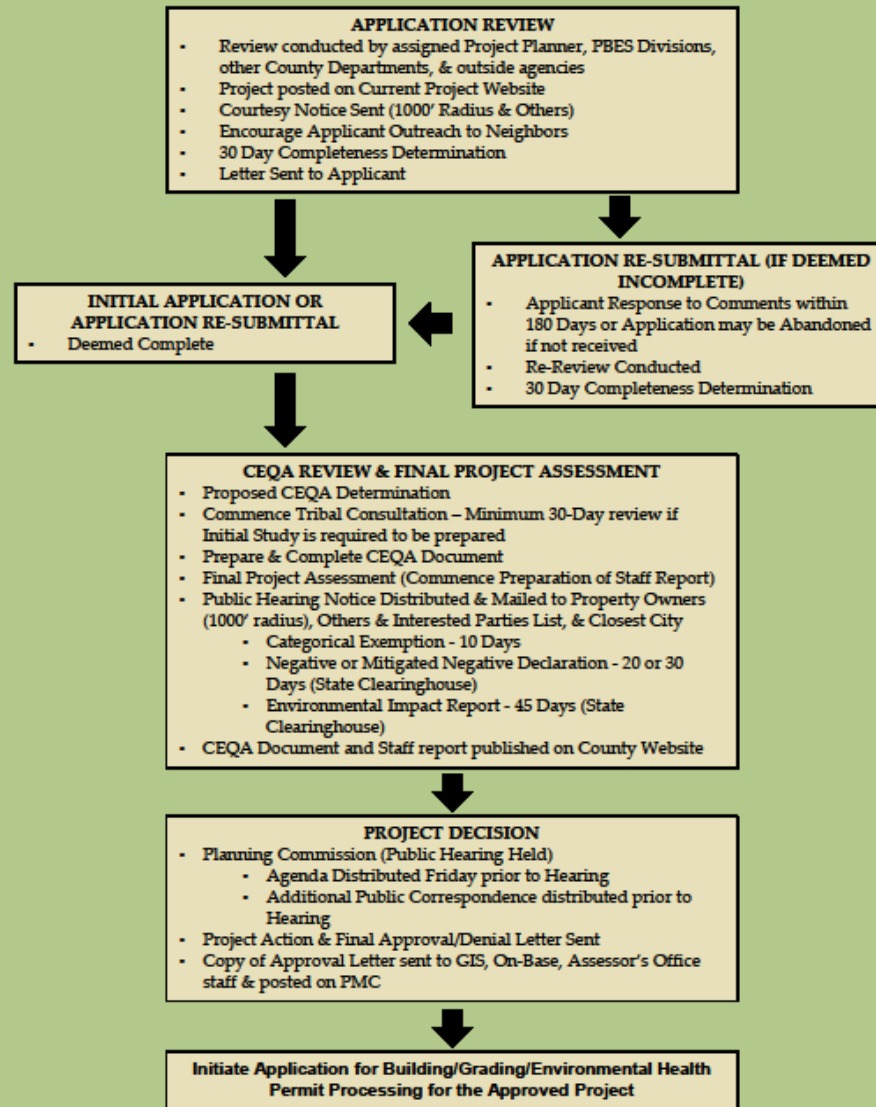


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PLANNING, BUILDING & ENVIRONMENTAL SERVICES

PLANNING APPLICATION SUBMITTAL

PLANNING COMMISSION PUBLIC REVIEW PROCESS





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In Government to Revive

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

PLANNING APPLICATION SUBMITTAL

ZONING ADMINISTRATOR PUBLIC REVIEW PROCESS

APPLICATION REVIEW

- Review conducted by assigned Project Planner, PBES Divisions, other County Departments, & outside agencies
- Project posted on Current Project Website
- Courtesy Notice Sent (1000' Radius & Others)
- Encourage Applicant Outreach to Neighbors
- 30 Day Completeness Determination
- Letter Sent to Applicant

INITIAL APPLICATION OR APPLICATION RE-SUBMITTAL

- Deemed Complete

APPLICATION RE-SUBMITTAL (IF DEEMED INCOMPLETE)

- Applicant Response to Comments within 180 Days or Application may be Abandoned if not received
- Re-Review Conducted
- 30 Day Completeness Determination

CEQA REVIEW & FINAL PROJECT ASSESSMENT

- Proposed CEQA Determination
- Prepare & Complete CEQA Document
- Final Project Assessment (Commence Preparation of Staff Report)
- Public Hearing Notice Distributed & Mailed to Property Owners (1000' Radius), Others & Interested Parties List, & Closest City
 - Categorical Exemption - 10 Days
 - Negative or Mitigated Negative Declaration - 20 or 30 Days (State Clearinghouse)
 - Environmental Impact Report - 45 Days (State Clearinghouse)
- CEQA Document and Staff report published on County Website

PROJECT DECISION

- Zoning Administrator (Public Hearing Held)
 - Staff Report Distributed Friday prior to Hearing
 - Additional Public Correspondence distributed prior to Hearing
- Project Action & Final Approval/Denial Letter Sent
- Copy of Approval Letter sent to GIS, On-Base, Assessor's Office staff & posted on PMC

Initiate Application for Building/Grading/Environmental Health
Permit Processing for the Approved Project

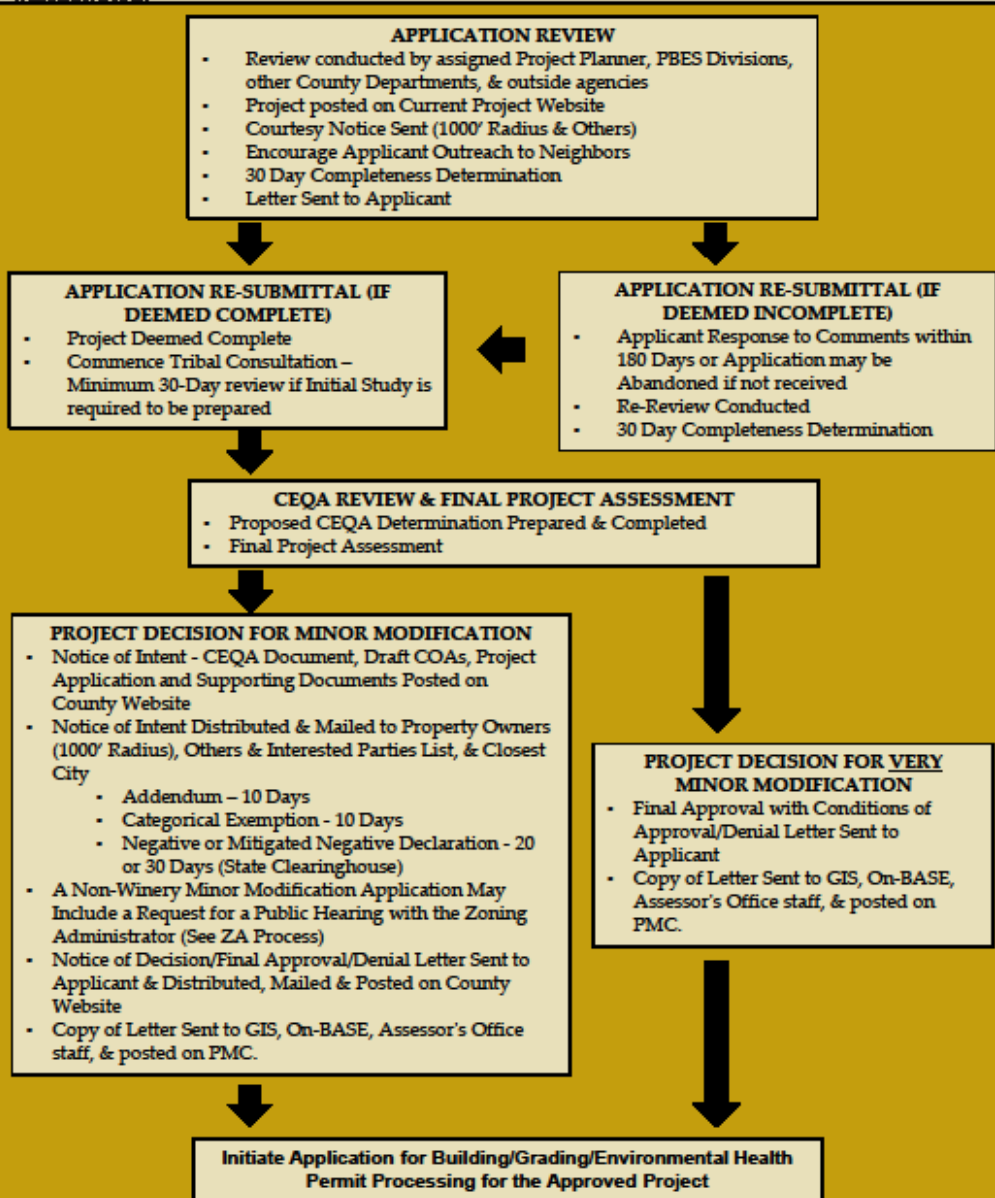


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PLANNING, BUILDING & ENVIRONMENTAL SERVICES

PLANNING APPLICATION SUBMITTAL

REVIEW PROCESS FOR MINOR MODIFICATION PERMITS (WINERY & NON-WINERY) & VERY MINOR MODIFICATION (NON-WINERY)





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PLANNING, BUILDING & ENVIRONMENTAL SERVICES

PLANNING APPLICATION SUBMITTAL

WINERY ADMINISTRATIVE PERMIT PROCESS

APPLICATION REVIEW

- Review conducted by assigned Project Planner, PBES Divisions, other County Departments, & outside agencies
- Check compliance with Section 18.126.065 (Items 1-5)
- Check for Special Notes on Plans to meet COAs
- 30 Day Completeness Determination
- Letter Sent to Applicant

INITIAL APPLICATION OR APPLICATION RE-SUBMITTAL

- Deemed Complete

APPLICATION RE-SUBMITTAL (IF DEEMED INCOMPLETE)

- Applicant Response to Comments within 180 Days or Application may be Abandoned if not received
- Re-Review Conducted
- 30 Day Completeness Determination

CEQA REVIEW & FINAL PROJECT ASSESSMENT

- Meets CEQA Ministerial Test 18.126.065 (Item 5)
- Final Project Assessment (Commence Preparation of Final Letter)
- No Conditions of Approval are Prepared for WADM Permits
- Ensure notes have been provided on Project Plans
- Include any requests for Building, Environmental Health, Grading Permits, etc. are in the body of letter)
- Note in letter which Subsection Applicant is requesting authorization

PROJECT DECISION

- Project Action & Final Approval/Denial Letter Sent to Applicant
- Copy of Letter Sent to GIS, On-BASE, Assessor's Office staff, & posted on PMC.

Initiate Application for Building/Grading/Environmental Health
Permit Processing for the Approved Project



PUBLIC ENGAGEMENT & NOTIFICATION PROCESS

- ☐ Initial Application & Plans Posted on the PBES Website - Current Project Explorer
- ☐ Courtesy Notice Mailed to Property Owners within 1000' radius & Emailed to Interested Parties List
- ☐ Application Resubmittals Posted on the PBES Website - Current Project Explorer



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PUBLIC ENGAGEMENT & NOTIFICATION PROCESS

Project Ready for Public Review: 10-, 20-, or 30-Day Public Notice:

- ☐ Published in the Napa Valley Register
- ☐ Mailed to Property Owners within a 1000' Radius
- ☐ Emailed to PBES Interested Parties List & Closest City
- ☐ Emailed to Members of the Public Requesting Notification
- ☐ Posted at the County Clerks Office



PUBLIC ENGAGEMENT & NOTIFICATION PROCESS

State Clearinghouse – CEQA Agency Review

☐ Posting of CEQA Documents

Public Review - PBES Website - Current Project Explorer

☐ Posting of the Public Notice, the Draft Environmental Document, Project Application, Project Description, Proposed Plans & Technical Studies



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PUBLIC ENGAGEMENT & NOTIFICATION PROCESS

Public Hearing – Planning Commission or Zoning Administrator

- ☐ Meeting Agenda Distribution
 - ☐ Published via Legistar
- ☐ Additional Public Correspondence Received Prior to Hearing: Distributed & Posted (Monday Before Noon)
- ☐ Public Correspondence Received Thereafter: Distributed to Commission and Posted Afterwards for Inclusion in the Administrative Record



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QUESTIONS AND ANSWERS