



## Meeting Minutes

### Napa County Planning Commission

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

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, March 4, 2026

9:00 AM

Board of Supervisors Chambers  
1195 Third Street, Third Floor

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

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

2. **PLEDGE OF ALLEGIANCE**

3. **CITIZEN COMMENTS AND RECOMMENDATIONS**

None

4. **APPROVAL OF MINUTES**

Motion by Commissioner Moran Williams to approve minutes for the February 4, 2026, regular meeting as presented, seconded by Commissioner Richmond

Vote: Carried 4-0-1

Yes: Moran Williams, Richmond, Brunzell, Dameron,

No: None

Absent: Brooks

5. **AGENDA REVIEW**

Charlene Gallina gave the agenda review.

6. **DISCLOSURES**

Yes: Moran Williams, Richmond, Dameron, Brunzell

No:

Absent: Brooks

## 7. PUBLIC HEARING ITEMS

### A. PONDEROSA ONE, LLC / 80 CLEAR CREEK ROAD / VIEWSHED PROTECTION PROGRAM APPLICATION #P22-00182-VIEW & ROADS & STREET STANDARDS EXCEPTION

**CEQA STATUS:** Consideration and possible adoption of a Mitigated Negative Declaration and revised Mitigation Monitoring & Reporting Program (MMRP). According to the proposed Mitigated Negative Declaration and revised MMRP, the proposed project would not have any potentially significant environmental impacts after implementation of mitigation measures proposed for the following areas: Biological Resources. In accordance with Section 15105(b) of the California Environmental Quality Act (CEQA) Guidelines, Napa County submitted the proposed Initial Study/Mitigated Negative Declaration to the State Clearinghouse for a 30-day review period beginning September 23, 2025, and running through October 22, 2025 (State Clearinghouse No. SCH 2025091008) <https://ceqasubmit.opr.ca.gov/>. The project site is not included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5.

**REQUEST:** A request for approval of a Viewshed Protection Program application on APN 027-310-032 for earthmoving activities, new construction and expansion of existing structures on slopes exceeding 15% and located on a minor ridgeline. The project consists of the construction of a 3,830 sq. ft. underground storage structure, a 6,240 sq. ft. tennis pavilion with an interior Accessory Dwelling Unit (ADU) adjacent to an existing tennis court and the expansion of an existing single-family residential structure consisting of 2,700 sq. ft. of underground spa and 4,350 sq. ft. of underground wine and art storage. The project also includes the development of a ground mounted solar panel array. The project footprint will require the removal of 10 native Oak trees and approximately 0.13 acres of tree canopy. Spoils from excavation to establish building foundations will be located at a disturbed area on APN 027-310-043. The applicant is also requesting an exception from the Napa County Road and Street Standards for five (5) driveway segments with longitudinal slopes between 18 - 20 percent along the centerline which exceed 300 feet in length and do not provide transition area of 10 percent or less for the 100 feet immediately preceding. The exception request is supported by the Napa County Engineering Division and Fire Marshal's Office. No road work is required for the existing roadway to meet same overall practical effect if the exception is approved. The project site is located on an approximately 123-acre parcel approximately 0.65 miles north of the intersection of Dry Creek Road and Clear Creek Road. 80 Clear Creek Road, Oakville; APN 027-310-032 & APN 027-310-043

**STAFF RECOMMENDATION:** Adopt the Initial Study/Mitigated Negative Declaration and revised MMRP prepared for the project and approve an Exception to the Road and Street Standards and Viewshed Protection Program Application No. P22-00182-VIEW, as conditioned.

**STAFF CONTACT:** Charlene Gallina, Supervising Planner, (707) 299-1355, or [Charlene.gallina@countyofnapa.org](mailto:Charlene.gallina@countyofnapa.org)

**APPLICANT AGENT CONTACT:** Ponderosa One, LLC, 80 Clear Creek Road, Oakville; (650) 995-7463 or [dts@dtsalazar.com](mailto:dts@dtsalazar.com)

**APPLICANT REPRESENTATIVE CONTACT:** Demae Rubins, Principal Planner, Summit Engineering, Inc., (707) 527-0775 or [demae@summit-sr.com](mailto:demae@summit-sr.com)  
Chair Brunzell opened public comment, two comments were received, she closed public comment. Motion by Commissioner Dameron to continue the item to a date uncertain, seconded by Commissioner Richmond.

Vote: Carried 4-0-1

Yes: Dameron, Richmond, Moran Williams, Brunzell

No: None

Absent: Brooks

**B. JACKSON FAMILY INVESTMENTS III, LLC / INN AT THE ABBEY / USE PERMIT MAJOR MODIFICATION APPLICATION NO. P19-00038-MOD**

**CEQA STATUS:** Consideration and recommendation on Final Environmental Impact Report (FEIR) prepared and circulated (State Clearinghouse #2020079021). According to the FEIR, the proposed project would not have any significant environmental impacts after implementation of mitigation measures related to potential impacts to: Air Quality, Biological Resources, Cultural Resources, Geology and Soils, Greenhouse Gas Emissions, Noise and Vibration and Transportation. The FEIR was prepared in compliance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines (California Code of Regulations Section 15000 et seq.), and Napa County Local Guidelines Implementing CEQA. This project site is not on any of the lists of hazardous waste sites enumerated under Government Code Section 65962.5.

**REQUEST:** That the Planning Commission, pursuant to Napa County Code sections 18.124.010 and 18.124.035, make an advisory recommendation to the Napa County Board of Supervisors regarding actions associated with Use Permit Major Modification application P19-00038 including:

1) Certification of an FEIR; 2) Findings Pursuant to CEQA; 3) Adoption of a Mitigation, Monitoring and Reporting Program (MMRP); 4) the Project's consistency with the General Plan; 5) Approval of a Use Permit Major Modification that would encompass demolition of existing structures and construction of a 79-room hotel involving 78,500 sq. ft. of new construction split between multiple parcels; and 6) Adoption of an ordinance approving a Development Agreement between Napa County and Jackson Family Investments III, LLC.

**STAFF RECOMMENDATION:** Open the public hearing, accept public testimony on the items under consideration, close the public hearing, and recommend the Board of Supervisors:

(1) Adopt a resolution certifying the FEIR, adopting findings pursuant to CEQA, adopting a MMRP, finding the Project consistent with the General Plan, approving the Use Permit Major

Modification, as conditioned; and

(2) Adopt an ordinance approving the development agreement.

**STAFF CONTACT:** Matt Ringel, Planner III, phone number (707) 299-1351 or email address [matthew.ringel@countyofnapa.org](mailto:matthew.ringel@countyofnapa.org)

**APPLICANT/REPRESENTATIVE:** Geoff Scott, phone number (707) 525-6529 or email address [Geoff.scott@jfwmail.com](mailto:Geoff.scott@jfwmail.com); Rob Anglin, phone number (707) 927-4274 or email address [anglin@htralaw.com](mailto:anglin@htralaw.com)

Chair Brunzell opened public comment, four comments were received, she closed public comment. Motion by Commissioner Dameron to Adopt the proposed Resolution (Attachment 1) certify the Final Environmental Impact Report, adopt Findings in accordance with CEQA, adopt the Mitigation, Monitoring, and Reporting Program, find the Project consistent with the General Plan, and approve Use Permit Major Modification Application No. P19-00038-MOD subject to the recommended Conditions of Approval as set forth in Attachment A through D; and 2. Adopt an ordinance (Attachment 6) approving a Development Agreement between Napa County and Jackson Family Investments III, LLC., as set forth in Attachment 1, seconded by Commissioner Richmond  
Vote: Carried 4-0-1

Yes: Dameron, Richmond, Moran Williams, Brunzell

No: None

Absent: Brooks

**8. ADMINISTRATIVE ITEMS - None**

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

DISCUSSION OF ITEMS FOR THE **FEBRUARY 4, 2026, REGULAR MEETING**

Brian Bordona discussed potential items for the March 18<sup>th</sup>, 2026, 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**

Commissioner Moran Williams reported on the Wildlife Conservation Commission.

**11. ADJOURNMENT**

Meeting adjourned at 12:19 pm



ANGIE RAMIREZ VEGA, Meeting Clerk