

Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559



Agenda

Wednesday, May 28, 2025

9:00 AM

**Board of Supervisors Chambers, Third Floor
1195 Third Street
Napa CA 94559**

Zoning Administrator

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

How to Watch or Listen to the Napa County Zoning Administrator Meetings

The Napa County Zoning Administrator will continue to meet the 4th Wednesday of each month when a meeting is scheduled.

The Napa County Zoning Administrator realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the Zoning Administrator reserves the right to conduct the meeting without remote access.

Please watch or listen to the Zoning Administrator meeting in one of the following ways:

1. Attend in-person at the location posted on the agenda.
2. Watch on Zoom using the attendee link: <https://countyofnapa.zoom.us/j/81121621728>. Make sure the browser is up-to-date.
3. Listen on Zoom by calling 1-669-900-6833 (Meeting ID: 811-2162-1728).

If you are unable to attend the meeting in person and wish to submit a general public comment or a comment on a specific agenda item, please do the following:

1. Email your comment to meetingclerk@countyofnapa.org. Emails received will not be read aloud but will still become part of the public record and shared with the Zoning Administrator.
2. Use the Zoom attendee link: <https://countyofnapa.zoom.us/j/81121621728>. Make sure the browser is up-to-date. When the Zoning Administrator calls for the item on which you wish to speak, click "raise hand." Please limit your remarks to three minutes.
3. Call the Zoom phone number 1-669-900-6833 and enter the webinar ID: 811-2162-1728. When the Zoning Administrator calls for the item on which you wish to speak, press *9 to raise hand. Please limit your remarks to three minutes.

****Please note that phone numbers in their entirety will be visible online while speakers are speaking****

For more information, please contact us via telephone at (707) 253-4417 or send an email to meetingclerk@countyofnapa.org.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE ZONING ADMINISTRATOR:

ON A MATTER ON THE AGENDA

Please proceed to the podium when the matter is called and, after receiving recognition from the Zoning Administrator, give your name and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Administrator but is generally limited to three minutes.

ON A MATTER NOT ON THE AGENDA

Public comment is an opportunity for members of the public to speak on items that are not on the agenda but are within the subject matter jurisdiction of the Zoning Administrator. Public comment is limited to three minutes per speaker, subject to the discretion of the Administrator. Comments should be brief and focused, and speakers should be respectful of one another who may have different opinions. Please remember this meeting is being recorded and broadcasted live via ZOOM. The County will not tolerate profanity, hate speech, abusive language, or threats. Also, while public input is appreciated, the Brown Act prohibits the Zoning Administrator from taking any action on matters raised during public comment that are not on the agenda.

- 1. AGENDA REVIEW**
- 2. PUBLIC HEARING ITEMS**

- A. Calistoga High School Graduation Ceremony at Sterling Vineyards - [25-918](#)
Category 4 Temporary Event Application #P25-00110

CEQA Status: Ministerially Exempt from the provisions of the California Environmental Quality Act (CEQA). The project site is not included in the list of hazardous materials sites compiled pursuant to Government Code Section 65962.5.

Request: Approval of an application for Temporary Event License P25-00110 filed by Audra Pittman of the Calistoga Joint Unified School District to hold the Calistoga High School Graduation at Sterling Vineyards. This event will be held on June 13, 2025, from 08:00am-09:00 pm with a maximum of 750 people in attendance. This event will be located at 1111 Dunaweal Lane, Assessor's Parcel # 020-150-053-000.

Staff Recommendation: Find that the project is Ministerially Exempt from CEQA and approve the Temporary Event Application.

Staff Contact: Jaksen Wilson, Planner I, (707) 253-4269 or Jaksen.wilson@countyofnapa.org

Applicant Contact: Audra Pittman, Superintendent, Calistoga Joint Unified School District, (707) 942-4703

Attachments: [Attachment \(A\) - Application](#)
[Attachment \(B\) - Site Plan](#)

3. 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 5/15/25 BY 3:00PM. A HARDCOPY SIGNED VERSION OF THE CERTIFICATES IS ON FILE WITH THE SECRETARY OF THE COMMISSION AND AVAILABLE FOR PUBLIC INSPECTION.

ALEXANDRIA QUACKENBUSH(By e-signature)
Alexandria Quackenbush, Secretary of the Zoning Administrator



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Zoning Administrator

Agenda Date: 5/28/2025

File ID #: 25-918

TO: NAPA COUNTY ZONING ADMINISTRATOR
FROM: Jaksen Wilson for Brian D. Bordona-Planning, Building, Environmental Services Director
REPORT BY: Jaksen Wilson, Planner I
SUBJECT: Calistoga High School Graduation at Sterling Vineyards

RECOMMENDATION

Calistoga High School Graduation Ceremony at Sterling Vineyards - Category 4 Temporary Event Application #P25-00110

CEQA Status: Ministerially Exempt from the provisions of the California Environmental Quality Act (CEQA). The project site is not included in the list of hazardous materials sites compiled pursuant to Government Code Section 65962.5.

Request: Approval of an application for Temporary Event License P25-00110 filed by Audra Pittman of the Calistoga Joint Unified School District to hold the Calistoga High School Graduation at Sterling Vineyards. This event will be held on June 13, 2025, from 08:00am-09:00 pm with a maximum of 750 people in attendance. This event will be located at 1111 Dunaweal Lane, Assessor's Parcel # 020-150-053-000.

Staff Recommendation: Find that the project is Ministerially Exempt from CEQA and approve the Temporary Event Application.

Staff Contact: Jaksen Wilson, Planner I, (707) 253-4269 or Jaksen.wilson@countyofnapa.org

Applicant Contact: Audra Pittman, Superintendent, Calistoga Joint Unified School District, (707) 942-4703

EXECUTIVE SUMMARY

That the Zoning Administrator:

1. Find that the project is Ministerially Exempt from the CEQA; and
2. Approve the Temporary Event Category 4 License P25-00110.

Discussion:

On April 16, 2025, Audra Pittman applied for a permit for a Category 4 Temporary event to be held on Assessor's Parcel # 020-150-053-000 on June 13, 2025, for a maximum of 750 people from 08:00 am-09:00 pm. This event will be open to the public.

Unlike conditional use permits or other discretionary permits, temporary event permits are ministerial and shall be approved and issued if the minimum standards contained in the "Minimum Standards Table" of the Temporary Events Manual (the Minimum Standards) are met. Since the permit is ministerial, the purpose of the hearing is for the Zoning Administrator to evaluate and consider evidence regarding whether the applicant has demonstrated that the minimum standards have been met or are likely to have been met prior to the event. The Zoning Administrator cannot impose standards, conditions, or restrictions on the permit beyond what is provided in the Minimum Standards. As such, the public comment should be limited to whether the Minimum Standards have or have not been met or will likely be met before the event permit. Any permits, approvals or authorizations required from other agencies, departments, or divisions must be satisfied prior to the event.

Staff recommend approval of the request permit subject to compliance with County Code Chapter 5.36 and all applicable Minimum Standards in the Temporary Events Manual prior to the concert event.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: Pursuant to Napa County's Local Procedures for Implementing the California Environmental Quality Act (CEQA) and Sections 15022 and 15268 of the State CEQA Guidelines issuance/approval of a temporary event license shall be conclusively presumed to be ministerially exempt from the requirements of CEQA and thus preparation of an environmental document is not required. The project site is not included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5.

BACKGROUND AND DISCUSSION

Property Owner: REALTY INCOME PROPERTIES 2 LLC

Applicant/Representative: Audra Pittman, Superintendent, Calistoga Joint Unified School District (707) 942-4703

General Plan Designation: Agricultural Resource (AR)

Zoning: Agricultural Preserve (AP)

Project Site Area: 84.80 acres (event site)

Application Submittal Date: April 16, 2025; Revision Requested: Deemed Complete:

Code Compliance History: There are not new violations on record with this proposed activity.

Discussion: The applicant, Audra Pittman, requests a license to hold the Calistoga High School Graduation on June 13, 2025 with the event taking place at Sterling Vineyards lower level grass area adjacent to their parking on Assessor's Parcel # 020-150-053-000. A maximum of 750 people will be in attendance and the event is open to the public. The hours of the event are 08:00 am-09:00 pm. Set-up and practice will begin at 08:00 am, with the event taking place from 07:00 pm to 09:00 pm. Per the venue site plans, ADA restrooms will be available for the public as required by the Minimum Standards. No wine tasting will be taking place anywhere on the Sterling Vineyard property during this event.

Noise: Since the temporary event permits are ministerial, applicants are not required to submit a noise study for County review. Furthermore, County Code Section 5.36.010 exempts temporary events from the County's noise standards, provided such events are conducted pursuant to a license issued pursuant to Chapter 5.36, respectively, of the code and then only as specifically required by such chapter of any manual of standards adopted by resolution of the Board of Supervisors for the purpose of implementing such chapter.

Permit/License Process: Since the event will have a maximum of 750 attendees, under County Code Section 5.35.015.G, it is considered a Category 4 event. This will be the first Category 4 event to occur on this parcel this year.

Event Authorization: County Code Sections 5.36.050.B requires a public hearing before the Zoning

Administrator prior to issuance of a Category 4 license/permit. This Category 4 event meets the definition of a “temporary event” under County Code section 5.36.010, which means “...any festival, fair, show, house or garden design tour, concert, dance, rally, parade, demonstration of competition of creative athletic form, or any other gathering or assemblage of individuals for the purpose of observing or engaging in expressive activities within the ambit of the First Amendment of the United States Constitution and Sections 2, 3, and 4 of Article 1 of the California Constitution, including, but not limited to music, dance, theater, speech, athletics, or any other visual, audio, or tactile arts, or combination thereof.”

Per County Code Section 5.36.050B, within thirty days following receipt of a completed application, a public hearing shall be scheduled before the Zoning Administrator on the Department’s recommendation. At least ten days prior to the hearing, notice shall be given to property owners within 1,000 feet, interested persons, and mailed to the property owners and emailed to interested parties. The Notice was published in the Napa Valley Register on May 15, 2025.

The application was deemed complete per the County’s application checklist and the required Certificate of Insurance was provided. Other agencies and departments were notified of the application and have determined the application meets or will likely meet the Minimum Standards that are within those agencies and departments’ jurisdictional authority.

Public Comments: As of the date this report was released, no comments have been received.

SUPPORTING DOCUMENTS

1. Attachment A - Application

2. Attachment B - Site Plan



A Tradition of Stewardship
A Commitment to Service

FILE # _____

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

APPLICATION FOR A TEMPORARY EVENTS LICENSE

To be completed by Applicant
(Please type or print legibly)

Name of Event: Calistoga High School Graduation Subsequent Event: ☐ Yes ☒ No
Date(s) of Event: 6/13/2025 Previous Temporary Event Date(s): _____
Time(s) of Event: 7:00pm Previous License #: _____
Name of Venue: Sterling Vineyards Assessor's Parcel #(s): _____
Event Site Address: 1111 Dunaweal Ln, Calistoga, CA 94515, USA
Expected Attendance (per day): 750

Applicant's or Organization's Name: CJUSD Contact Person: Audra Pittman
Business/Residence Address: 1520 Lake St Calistoga CA 9515
No. Street City State Zip
Mailing Address: same as above
No. Street City State Zip
Telephone #: 707.942.4703 Fax #: 707.942.6589 Email Address: apittman@calistogajusd.org
Applicant or authorized representative: _____
Name (please print): Audra Pittman
Signature: Audra Pittman  Digitally signed by Audra Pittman
Date: 2025.04.03 08:25:15 -0700
Title: Superintendent Date: 4/3/2025
Applicant's Legal Nature: ☐ Individual ☐ Partnership ☐ LLC ☐ Association
☐ Corporation ☐ Non-Profit, I.D. # _____ ☐ Other _____

Name(s) of Property Owner(s) (or authorized representative): Sterling Vineyards
Address (es) of Property Owner(s): 1111 Dunaweal Ln Calistoga CA 94515
No. Street City State Zip
Telephone #: 707.259.4673 Fax #: _____ Email Address: debra.dommen@tweglobal.com
Mailing Address: same as above
No. Street City State Zip

I hereby give my unconditional consent for all owners or current lessees for the use of my property for the above event and the right of access to the property involved, as are deemed necessary by the Napa County Planning Division for preparation of reports related to this application.

Signature of Property Owner (authorized representative) Debra Dommen Date: 4/3/2025

TO BE COMPLETED BY PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

Zoning District: _____ Category of Event: _____ Existing Use Permit(s) #: _____
Fees: \$ _____ Receipt: # _____ Received by: _____ Date: _____

NAME OF EVENT SUPERVISOR:

Monica Baldenegro

Will the event have any of the following? ☒ Displays, ☐ Demonstrations, ☐ Food tastings, ☐ Beverages sold (offered for sale or given away), ☐ Known person or celebrity appearance, ☐ Sales, book or other signings, ☐ Musical or creative arts presentations.

Please give a detailed description of event: This is the graduation ceremony for the Calistoga High School graduating class of 2025. There will be a stage where speeches and diplomas will be dispersed. There will be 2 sections of about 30 students sitting to the left and the right of the stage. There will be about 700 chairs facing the stage for parents and family members to watch the ceremony.

Date(s): 6/13 Hours: 2

Time of expected Peak Hour: 7pm

practice will occur at 11 am with the ceremony starting at 7pm

Maximum Daily Attendance

Expected: 750

Expected Attendance

at Peak Hour: 750

Supportive Retail Sales:

☐ Yes Type: _____

☒ No

Outdoor Amplified Music Proposed?

Yes ☒ No ☐

School Band

Will the event utilize caves at any time during the event?

Yes ☐ No ☒

Are there any pending Building Permits?

Yes ☐ No ☒ If Yes, # _____

Will Tents, Canopies, Pavilions or Food Booths be used at this Event? Yes ☐ No ☒

If Yes, contact Napa County Fire Marshal 30 days prior to event for License Requirements.

Existing Use Permit Number(s) (if applicable): _____

TEMPORARY EVENT SUPPLEMENTAL INFORMATION

1. Location and number of vehicle parking spaces, method of traffic control.

- a) Location(s): ☒ On Site ☐ off Site
- b) Number of Vehicle Parking Spaces: Paved 186____ Unpaved 112____
- c) Method of Traffic Control: ☐ Valet Parking ☒ Staff Volunteers
- d) Parking Attendants for traffic control: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Specify # 0____
- e) A plot plan and verbal description of how off-site parking will be arranged (if applicable):
using current parking lot as well as their overflow parking area.
- f) A letter of permission from Property Owner to use the property where the off-site parking will be located has been submitted: ☐ Yes ☐ No ☒ N/A

2. If the event is held at a winery or other business, will the site open to the public during the event?
Yes ☐ No ☒

3. Number of attendees will be controlled by use of: ☒ Number of tickets being sold ☒ Other Talley
If other, please explain: Each student is provided 10 tickets

4. Drinking Water Supply and Facilities:

- ☐ Drinking water provided by: Na
- ☐ Approved on-site system:
- ☐ Public Water System (name):
- ☐ Bottled Water:

5. Will food be served at the event? ☐ Yes ☒ No If YES, complete the following questions:

- a) Will food vendor donate 100% of net proceeds generated from food sales to a legal non-profit?
☐ Yes ☐ No, if yes, non-profit ID#
- b) Is event a maximum of one day? ☐ Yes ☐ No

If you answered YES to a) AND b) above, a permit for the temporary food facility IS NOT required from Environmental Health. Facility must operate consistent with guidelines.

If you answered NO, or any portion of the profit will be kept by the vendor OR the event is more than one day, an application for the temporary food facility must be approved and a permit issued by Environmental Health. Contact Environmental Health at (707) 253-4471 or visit www.countyofnapa.org/DEM for an application.

Contact information for person at event with food safety certificate or safe food handling knowledge:

Name: _____ Phone: _____
Date of Food Safety Certificate, if applicable: _____

Food Preparation and Service (check one):

☐ By a permitted caterer, who will prepare, serve and be responsible for safe food preparation and handling throughout the event.

Name of Caterer _____ Permit ID # of Caterer _____


☐ On-site permitted kitchen _____ Permit ID # of Kitchen _____

Are there additional food vendors ☐ Yes ☐ No If yes, provide us with a list of their names and Permit #s. Temporary food facility permit may be required, contact Environmental Health.

6. **Sanitation Facilities:**
 a) The number of permanent toilet facilities 6 and/or the number of chemical toilets available in the area of the event for guest use? 7 portable chemical toilets
 b) Company providing the chemical toilets: M&M Sanitary, American Canyon CA
7. **Provisions for cleanup of trash and recyclables, the premises and removal of recyclables and non-recyclables:**
 a) Number of receptacles to be provided for trash 8 total _____
 b) Describe location where these receptacles will be placed. Entrances to the seating area and around the stage _____
 c) Number of clearly labeled receptacles to be provided for recyclables 4
 (Recycling receptacles should always be placed next to a trash receptacle and near beverage areas.)
8. **Medical Facilities and Services:**
 First Aid kit available ☒ Yes ☐ No
 Staff trained in First Aid available ☒ Yes ☐ No
 Capabilities of contacting 911 in an emergency ☒ Yes ☐ No
9. **Fire Protection Facilities and Procedures:**
 Fire Extinguishers available ☐ Yes ☐ No
 Staff trained in Fire Procedures ☐ Yes ☐ No
10. **Building Safety:**
 Will any part of the event take place in a building(s) that are under construction and/or within a cave(s)?
 Yes ☐ No ☒
 If yes, please include a floor plan showing the areas of the building(s) and/or cave(s) where event will take place.
11. **Security Protection Company hired:** ☐ Yes ☒ No
 If yes, name of company: _____
12. **Dust Control:** NA ☐ Yes ☒ No
13. **Premises Illuminated:** ☐ Yes ☒ No
14. **Will Event take place over night:** ☐ Yes ☒ No
 a) Arrangements for illuminating the premises have been made: ☐ Yes ☐ No
 b) If yes, explain: _____
 c) What arrangements for camping or similar facilities are being made: _____
15. **Insurance attached and approved by Risk Management:** ☒ Yes ☐ No
 (NOTE: Insurance subject to final review by Risk Manager and could result in delay, or cancelation of event).
16. **Defense and Indemnification Statement has been read, signed and attached:** ☒ Yes ☐ No

DEFENSE AND INDEMNIFICATION STATEMENT

I HEREBY AFFIRM THAT I HAVE READ THE TEMPORARY EVENTS MANUAL AND STATE THAT THE INFORMATION PROVIDED WITH THE APPLICATION IS CORRECT. I AGREE TO COMPLY WITH ALL CONDITIONS ATTACHED TO THIS LICENSE, COUNTY ORDINANCES AND STATE LAWS RELATED TO CONDUCTING THE ACTIVITIES DESCRIBED IN THE APPLICATION. I AGREE TO DEFEND, INDEMNIFY AND HOLD THE COUNTY OF NAPA AND EACH AND ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES HARMLESS FROM ANY AND ALL CLAIMS, ACTIONS, DAMAGES, COSTS AND EXPENSES, INCLUDING ATTORNEY'S FEES, TO THE EXTENT SUCH ARE CAUSED BY THE NEGLIGENT ACTS OR OMISSIONS BY ME OR AUTHORIZED PARTICIPANTS OR ATTENDEES AT THE TEMPORARY EVENT.


SIGNATURE OF APPLICANT (or authorized representative)


DATE


SIGNATURE OF PROPERTY OWNER (or authorized representative)
(Required)

4/3/2025
DATE

PLEASE ATTACH YOUR CERTIFICATE OF INSURANCE TO THIS DOCUMENT

FOR OFFICE USE ONLY

DATE SUBMITTED: _____

FILE NUMBER: _____

Public Safety Plan-Calistoga Joint Unified School District

1. General Information

- Event Name: Calistoga High School Graduation
- Event Location: Sterling Vineyards, lower level grass area
- Event Date June 12, 2025, setup starting at 8am, event starts at 7pm
- Expected Attendance: 750
- Event Organizer/Contact Person:
 - Name: Monica Baldenegro
 - Title: High School Principal
 - Phone Number: 707-332-0244
 - Email: mbaldenegro@calistogajusd.org
 - Alternate Contact
 - Name: Chris Ochs
 - Title: District Facilities Director
 - Phone Number: 707-291-7205
 - Email: cochs@calistogajusd.org

2. Emergency Vehicle Ingress and Egress

- Entrance and exit from Dunaweal Lane
- Roads are adequate width with areas to turn around

3. Fire Protection

- There are fire hydrants located throughout the property

4. Emergency Egress or Escape Routes

- The event is outdoors in an open area.
- Seating area and stage aisle spacing will meet or exceed code.

5. Emergency Medical Services

- Not applicable

6. Public Assembly Areas

- See attached map

7. Directing of Attendees and Vehicles

- Not applicable

8. Vendor and Food Concession Distribution

- There will be no vendors or food concession

9. Law Enforcement

- Not applicable

10. Fire and Emergency Medical Services Personnel

- Not applicable

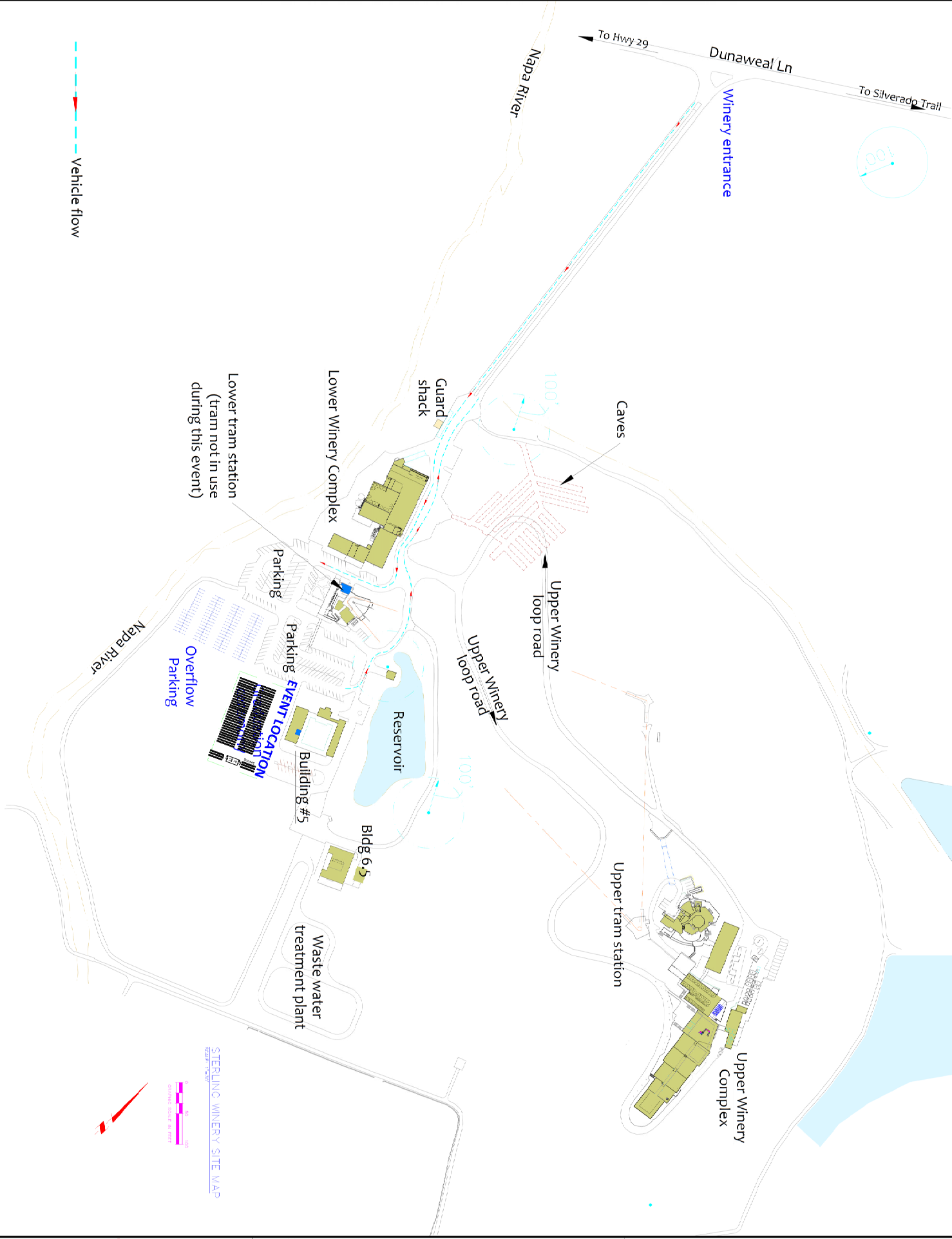
11. Weather Monitoring

- Not applicable

12. Additional Considerations

- Maps and event layout attached below
- Staff will be available to assist anyone with a wheelchair
- All access will be ADA compliant
- No one using the stage is disabled or in a wheelchair
- No wine tasting will be taking place anywhere on the Sterling Vineyards property

Vehicle flow



STERLING WINERY SITE MAP

Treasury Wine Estates

Corporate offices: 610 Airport Rd
Engineering Offices: P.O. Box 111

Napa, CA, 94558
St. Helena, CA, 94574

(707) 259-4500
(707) 965-7115

- | | | |
|--------------------|----------------------|--------------------|
| Asi Winery | Etude Winery | Napa Corporate |
| Beringer Vineyards | Paso 360 | St. Clement Winery |
| Chateau St. Jean | Napa Bottling Center | Stags' Leap Winery |

TITLE:
Calistoga HS Graduation Ceremony Map
Sterling Vineyards

