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Application Packet

Vine Cliff Winery Alteration Use Permit and Minor Modification
P25-00161-UP & P24-00191-MM
Planning Commission Hearing – June 18, 2025

Use Permit Minor Modification Application
Vine Cliff Winery
Project Description
7400 Silverado Trail, Napa

May 12, 2025
Plan Check Response #2

Applicant:

Vine Cliff 1871
Attn: Willis Blakewell
7400 Silverado Trail
Napa, CA 94559

Applicant's Representative:

Signum Architecture
Attn: Kirsten Shinnamon Baker
1675 2nd Street
Napa, CA 94558
707.963.8831

APN: 032-030-027

Acreage: ± 99.6 acres

General Plan & Zoning Designation: Agriculture, Watershed & Open Space (AWOS)
Agricultural Watershed (AW)

General Project Description

The purpose of this Application is to amend Use Permit #P17-00129-MOD for Vine Cliff Winery (Vine Cliff) to remodel portions of the winery's existing caves and hospitality building. The existing use permit authorizes wine production, retail wine sales, tours and tastings, marketing events and other accessory activities within a ±2,338 SF structure and ±15,000 SF cave.

This Application proposes to:

- Remodel the existing wine caves by adding a second portal; expanding a portion of an existing cave tunnel to accommodate fermentation tanks; installing fire sprinklers throughout the cave to achieve Type III occupancy
- Relocate production activities to the second cave portal and add a covered crush pad
- Remodel the existing hospitality building to expand guest restrooms; upgrade an existing low-risk kitchen to a high-risk kitchen; relocate admin. offices
- See following section "Requested Modifications and Clarifications" for details.

Winery Use Permit History

(Source: P17-00129 Project Description, Monteverdi Consulting)

Major Modification P17-00129-MOD: In 2017 the County authorized revisions to the Use Permit to modify elements of the winery's marketing program and to recognize changes in the site and floor plan that have occurred over time. Approvals included:

- Visitation, tours and tasting, and a marketing plan as set forth below:
 - a. Frequency: 7 days per week, Monday through Sunday
 - b. Maximum number of persons per day: 50
 - c. Maximum number of persons per week: 350
 - d. Hours of visitation: 11:00 am to 11:00 pm

- e. Tours and tastings may include food pairing, to be furnished by a licensed caterer or food service provider.
 - f. Tours and tasting activities may take place in the existing winery building, patio, pond and garden area, vineyards and within the caves.
- On-premises consumption of wine as set forth in COA No. 4.4 and in accordance with "Assembly Bill 2004 (Evans) & the Sale of Wine for Consumption On-Premises";
 - Maximum number of employees: 10 full-time and six (6) part-time employees;
 - Construction of driveway/access road improvements as required by County Road and Street Standards;
 - Removal of Use Permit #96095 Condition #1 (e) regarding custom production;
 - Utilization of the existing $\pm 2,338$ ft² winery building for winemaking, retail sales, tastings, marketing events and offices, including the ± 840 ft² mezzanine. Of the 21,696 ft² production area (including caves), the total accessory use area is $\pm 2,338$ ft²; and,
 - Utilization of the 15,000 ft² caves to also include marketing events for up to 50 persons. A Type III occupancy permit must be in place prior to use of the cave for public use.

Small Winery Exemption #178889: Wine production at the Vine Cliff site has occurred for over 100 years. In 1989, Napa County recognized these activities and issued Small Winery Exemption (SWE) #SW-178889. Under the SWE, Vine Cliff was authorized to produce a maximum of 10,000 gallons of wine per year, subject to the following limitations: (1) no public tours or tasting; (2) no more than 1 visitor per day and 7 visitors per week; and (3) no more than 2 full-time and 2 part-time employees. Visitation and administrative activities occurred in the existing winery building, where both continue today.

Modification to #SW-17889: In 1995, Napa County granted a modification #94180-MOD which allowed for a redesign of the winery floor plan, reduction in production space to 4,424 s.f. (including a trellis-covered tank pad) and use of a 2,271.5 s.f. outdoor concrete slab for grape receiving and crushing. These areas continue to be used for wine production activities.

Use Permit #96095-UP: In 1996, Napa County approved the first formal Use Permit for Vine Cliff (#96095-UP), to authorize the following:

- Wine production up to 30,000 gallons per year.;
- Construction of an ± 840 s.f. mezzanine within the existing $\pm 1,498$ s.f. winery barrel room building (total $\pm 2,338$ s.f.);
- Construction of a single-story 3,835 s.f. structure to house offices, conference room, kitchen and tasting/reception (this structure was never built);
- Use of the existing $\pm 2,072$ s.f. cave and 10,255 s.f. of new caves for wine barrel storage;
- Custom production of wine for 3 new producers utilizing 5,000 gallons per year of the 30,000 gallons per year production capacity and 2,800 s.f. of the winery for production activities;
- Retail wine sales;
- Private tours and tasting for up to 4 persons (average 3 persons) 100 times per year;
- Marketing events as follows:
 - wine trade tours and tasting (twice per week; 4 persons maximum; 3 persons average);
 - wine trade luncheons (twice per month; 10 persons maximum; 7 persons average)
 - private promotional dinners (6 times per year; 12 persons maximum; 10 persons average)
- Provision of 12 off-street parking spaces.
- Construction of a left turn lane from Silverado Trail.

Use Permit Modification #98041-MOD: In 1998, Napa County approved a minor modification to the unbuilt 3,835 s.f. hospitality and administrative building approved by #96095-UP.

Use Permit #98323-UP: In 1999, Napa County approved #98323-UP, which modified #96095-UP to authorize the following:

- Increase wine production from 30,000 gallons per year to 48,000 gallons per year;
- Expand the area of the winery caves from 12,327 s.f. to 15,000 s.f. for barrel and library wine storage;
- Marketing events as follows (see also, original Use Permit Application Supplemental Information Sheet for Winery Uses, Vine Cliff Winery, attached):
 - wine trade tours & tasting (twice per week; 4 persons maximum; between 11:00 am and 11:00 pm);
 - wine trade luncheons (twice per month; 50 persons maximum; between 11:00 am and 11:00 pm)
 - private promotional dinners (6 times per year; 50 persons maximum; between 11:00 am and 11:00 pm)
- Winery to be closed for retail wine sales during period when there are over 40 persons attending a marketing event;
- Marketing events cannot be scheduled to begin or end between 4:00 pm and 6:00 pm.
- Increase in maximum number of off-street parking spaces from 12 spaces to 21 spaces.

Use Permit Very Minor Modification #P08-00159-VMM: In 2008, Napa County approved a request to redesign the previously-approved, unbuilt 3,835 s.f. hospitality and administrative building to 2,393 s.f., with the building remaining in the same location as the previously approved building.

Requested Modifications & Clarifications

Vine Cliff requests the following revisions to Use Permit #P17-00129-MOD:

1. Remodel & Expand Existing Wine Caves
The site currently houses a non-sprinklered ±15,000 SF wine cave with a single access portal.
 - Expand existing cave to include wine production; winemaker lab; employee breakroom & restroom; wine equipment storage
 - Add a second cave access portal with covered crush pad
 - Expand a portion of one existing cave tunnel to accommodate fermentation tanks
 - Add insulation and fire sprinklers throughout the cave to meet Type III occupancy requirements
 - Utilize ±3,300 SF of the existing cave for guest tasting and marketing events, as previously entitled in earlier use permits
 - Remodel existing guest restrooms to meet current accessibility standards
 - Cave spoils are estimated to be 14,000 cubic yards
2. Remodel Existing Hospitality Building
 - Relocate all production activities from existing building to expanded wine cave, as noted above
 - Remodel existing crush pad into entry courtyard for guests
 - Remodel/relocate existing employee offices
 - Upgrade existing low-risk breakroom into high-risk commercial kitchen
 - P17-00129-MOD approved tours and tastings to include food pairings, to be furnished by a licensed caterer or food service provider. This Application seeks to improve an existing low-risk breakroom to a high-risk commercial kitchen, such that food pairings may be prepared on site.

- Add guest elevator between building levels
- Remodel/relocate existing guest restrooms to meet current accessibility standards
- 3. Add Garden 'Plaza'
 - Remove ±10,000 SF of impervious asphalt and replace with garden 'plaza' between hospitality building and cave portal
- 4. Improve/Widen Roads
 - Improve existing access road to new cave portal to accommodate firetruck turnaround and employee ADA parking
 - Widen existing driveway to new guest entry courtyard and existing upper parking area
- 5. Daily Tours & Tastings / Marketing / Employees
 - No changes proposed.
- 6. Wine Production
 - No changes proposed.

Existing Infrastructure Analysis

The property is supplied with potable domestic, process, and irrigation water from two existing wells. These on-site wells will continue to meet the site-wide water demand. Water assessments are being done by a hydrogeologist as part of the use permit modification application to illustrate that the on-site wells are expected to meet the project's needs.

Wastewater Treatment & Disposal

Wastewater generated by the winery and 5-bedroom residence is discharged to the existing combined Sanitary Sewer (SS) and Process Water (PW) leachfield. The Applicant proposes to install a commercial kitchen to prepare food onsite for events that occur during non-harvest periods. A 1,250-gallon grease tank is proposed for flow from the kitchen. There are no proposed changes to the number or frequency of events.

The existing SS treatment and disposal system has the capacity to accommodate the proposed food preparation on-site during non-harvest periods. The Applicant proposes to continue to use portable toilet facilities for events with 15 or more guests and for food to be prepared off-site during harvest periods. The harvest period is estimated between September 1 and October 15 of each year.

PW generated by the winery is discharged to the existing combined SS and PW pressure distribution (PD) leachfield. There are no proposed changes to the existing 48,000 gallon per year wine production.

Water Availability Analysis

A Tier 1 Water Availability Analysis (WAA) was completed in 2017 by O'Connor Environmental Inc (OEI). The property owner has retained OEI to provide an updated report to ensure that the proposed project is consistent with current County policy for groundwater resources. A Tier 1 WAA to evaluate groundwater resources for the property in terms of the balance between the average annual groundwater recharge and proposed groundwater use will be updated to new County standards adopted in 2022 for estimating recharge and to incorporate updated OEI modeling of recharge.

There are no County-identified "significant streams" within 1,500 ft of the project well; therefore, a Tier 3 analysis is not required.

The proposed landscaped 'plaza' will consist of hydroseed not requiring permanent irrigation, and is therefore exempt from Napa County §18.118.

Fire Protection

The project site is accessed readily from Silverado Trail. An existing entry gate will be replaced and widened to meet commercial standards as required by the Napa County Rodas & Streets Standards (NCRSS). An existing paved driveway to the new secondary cave portal will accommodate two-way traffic and be improved to include a firetruck turnaround. An existing paved driveway to the proposed guest parking area will be improved and widened to accommodate one-way traffic with one turnout. The Applicant will maintain a 10-foot-wide defensible space zone on each side of the access roadway from Silverado Trail to the winery.

A new firewater storage cistern is proposed in a new tunnel extension of the existing cave. The cistern will supply water to fire sprinklers and hydrants on property. The cistern is sized to hold approx.. 180,000 gallons; the size will be confirmed by a fire sprinkler consultant during the building permit process.

In past years, Napa County Fire / Cal Fire have used the pond on the property as a resource for firefighting activities. It may continue to serve as a firefighting resource.

Traffic

There is no proposed change to visitation or employee count, and therefore no impact to existing trip counts.

Viewshed Protection

The proposed alterations are not visible from designated public roads per Napa County Code §18.106.

The proposed addition of a secondary cave portal is sited on a portion of hillside that is over fifteen percent (15%). Therefore, this Application requests an exception to the Viewshed Protection Program.

Conservation Regulations

The proposed addition of a secondary cave portal is sited on a portion of hillside that is over thirty percent (30%). Therefore, this Application requests an Exception to the Conservation Regulations.

Environmental Issues

The environmental sensitivity maps on file in the Napa County PBES Department have been reviewed to determine if this project will raise any environmental issues. These maps are used by the Department to determine whether any environmental conditions exist on a particular site, the development of which would warrant special studies or mitigation measures to avoid damage to environmental resources.

The proposed alterations to the property will involve earthmoving and expansion of existing structures. A biosurvey report has been prepared by Salix Consulting, Inc., and finds that the project has no adverse impacts. One tree is slated for removal as part of the planned project. A survey of the tree will be conducted to ensure nesting birds or roosting bats are not present before tree removal.

NAPA COUNTY

Planning, Building and Environmental Services



A Tradition of Stewardship
A Commitment to Service

USE PERMIT - MINOR MODIFICATION
APPLICATION WINERY USES

Before you file an application...

Before you submit your application materials, and generally as early in the process as possible, applicants should schedule a Pre-Application review meeting with a member of the Planning Department staff as well as staff from other applicable Divisions in PBES.

Pre-Application meetings are an opportunity to meet with staff from all Divisions and receive valuable feedback on your project. In particular, staff can identify the type of application and related permits that may be necessary, permit processing steps and timelines, and pertinent information and technical studies that will be required to submit a complete application.

To schedule a Pre-Application meeting, please visit the Planning Division website at: <https://www.countyofnapa.org/1709/Planning-Division> and follow the steps provided to use our Online Permit Center system.

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General Application Form

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Use Permit Minor Modification Procedures

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Use Permit Minor Modification Checklist of Required Application Materials

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Signed Indemnification Form

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Signed Hourly Fee Agreement

X

Supplemental Application for Winery Uses

X

Voluntary Best Management Practices Checklist for Development Projects Form

X

Adjoining Property Owner List Requirements

Complete TH



A Tradition of Stewardship
A Commitment to Service

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

Applicant Contact Name: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ E-Mail Address: _____	Property Owner Contact Name: VINE CLIFF 1871 Mailing Address: 7400 SILVERADO TRAIL City: NAPA State: CA Zip: 94558 Phone: _____ E-Mail Address: _____
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Agent Contact Name: Willis Blakewell, Blakewell Consulting Mailing Address: _____ City: _____ State: _____ Zip: _____ Phone: 707-480-9250 E-Mail Address: willis@blakewellconsulting.com	Other Representative Contact <input type="checkbox"/> Engineer <input checked="" type="checkbox"/> Architect <input type="checkbox"/> Agent Name: Kirsten Shinnamon Baker, Signum Architecture Mailing Address: 1675 2nd Street City: Napa State: CA Zip: 94559 Phone: 707-337-5986 E-Mail Address: kirsten@signumarchitecture.com
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Property Information

Project Name: VINE CLIFF WINERY ALTERATION
Project Address: 7400 SILVERADO TRAIL, NAPA, CA 94558
Assessor's Parcel Number(s): 032-030-027
Size of site (acreage and/or square footage): 99.59 acres
General Plan Designation: RURAL LANDS Zoning: AW

Application Type¹

File No(s)

Administrative	Planning Commission/ALUC/BOS	Zoning Administrator
Erosion Control Plan: <input type="checkbox"/> Track I <input type="checkbox"/> Track II <input type="checkbox"/> Admin Viewshed <input type="checkbox"/> Fence Entry Structure Permit <input type="checkbox"/> Land Division/Mergers <input type="checkbox"/> Site Plan Approval/Modification <input type="checkbox"/> Winery Administrative Permit <input type="checkbox"/> Other Very Minor Modification <input type="checkbox"/> Addressing <input type="checkbox"/> Signs Temporary Event: <input type="checkbox"/> 51-400 <input type="checkbox"/> 401+ <input type="checkbox"/> Late Application Submittal <input type="checkbox"/> Application Entitled to Fee Waiver <input type="checkbox"/> Other: _____	Major Modification: <input type="checkbox"/> Winery <input type="checkbox"/> Other Use Permit: <input type="checkbox"/> Winery <input type="checkbox"/> Other <input type="checkbox"/> Viewshed <input type="checkbox"/> AG Preserve Contract <input type="checkbox"/> Development Agreement <input type="checkbox"/> Airport Land Use Consistency Determination <input type="checkbox"/> General, Specific or Airport Land Use Plan Amendment <input type="checkbox"/> Variance <input type="checkbox"/> Zoning Map/Text Amendment <input type="checkbox"/> Road Exception <input type="checkbox"/> Con. Reg. Exception <input type="checkbox"/> Other: _____	<input type="checkbox"/> Certificate of Legal Non Conformity <input type="checkbox"/> Other Minor Modification <input type="checkbox"/> Road Exception <input type="checkbox"/> Small Winery Exemption <input checked="" type="checkbox"/> Winery Minor Modification <input type="checkbox"/> Variance <input type="checkbox"/> Viewshed <input type="checkbox"/> Other: _____ Misc. Services <input type="checkbox"/> Use Determination <input type="checkbox"/> Status Determination <input type="checkbox"/> Other: _____

¹: 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 the Board of Supervisor’s current Fee Resolution including the establishment of an hourly fee application agreement and initial deposit. 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.



2025-04-03

Property Owner’s Signature and Date
SCW Fund Corp.

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.

DocuSigned by:

6D8541B031D84FF

7/11/2024

Applicant’s Signature and Date

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

MINOR MODIFICATION PROCEDURES WINERY USES ONLY

CHAPTER 18.10 ZONING ADMINISTRATOR

Sections:

18.10.010 General powers and duties.

18.10.020 Duties—Specific subjects.

The zoning administrator shall hear and decide all applications for the following unless, in the zoning administrator's sole discretion, the zoning administrator determines that the matter (1) is of a size, importance, or unique nature such that it is judged not to be a routine matter; (2) involves potentially significant environmental impacts; or (3) is such that the public interest would be furthered by having a particular application heard and decided by the planning commission:

- M. Minor modifications to use permits as described in subsection (B) of Section 18.124.130 and modifications to winery use permits as described in subsections (C)(1) through (C)(7) of Section 18.124.130, after making the findings required by Section 18.124.130;

CHAPTER 18.124 USE PERMITS

Section:

18.124.130 Use permit modifications—Procedure—Categories.

- A. Except as otherwise provided in subsections (B), (C) and (D) of this section, modifications to an approved use permit shall be processed in the same manner and in compliance with the procedures set forth herein for use permits and appeals, including notice and the payment of applicable permit application fees.
- B. Upon receipt of a written request from the holder of a use permit, other than a winery use permit which shall be processed as set forth in subsection (C) below, the zoning administrator may approve minor non-controversial modifications to approved use permits after giving notice of intent to approve or deny, but without a public hearing in regard to project design or permit conditions which do not affect the overall concept, density, intensity or environmental impact of, or substantially alter or delete any environmental mitigation measure for the project. Consistent with the foregoing, the zoning administrator may approve changes in location and/or size of approved structures or portions thereof, provided that, the zoning administrator shall not consider or approve a minor modification if the

result of the approval of the requested minor modification would result in any structure or the aggregate of all approved structures being increased more than twenty-five percent in size or one story in height based on the size allowed under the approved use permit. Equipment enclosures whose permanent installation outdoors was approved by use permit are not subject to this size limitation.

1. Notice of intent to approve or deny, for purposes of this subsection, shall include a general explanation of the matter to be considered, a general description, in text or by diagram, of the location of the subject real property, and a statement that the zoning administrator intends to approve or deny the requested modification on a certain date not less than ten calendar days after the date of mailing of the notice unless a member of the public requests a public hearing prior to that date.
 2. Notice of intent, for purposes of this subsection, shall be mailed or delivered as follows:
 - a. To the owner of the subject real property or the owner's duly authorized agent and to the project applicant if the project applicant is neither the owner of the property nor the owner's duly authorized agent; and
 - b. To all owners of real property, including businesses, corporations or other public or private entities, as shown on the latest equalized assessment roll within one thousand (1000) feet of the real property that is the subject of the proposed zoning change. In lieu of utilizing the assessment roll, the records of the county assessor or tax collector which contain more recent information than the assessment roll may be used.
 3. If any member of the public requests a public hearing during the comment period, then the zoning administrator will provide public notice in accordance with Section 18.136.040 and conduct a public hearing.
- C. Upon receipt of a written request from the holder of a winery use permit, the zoning administrator may approve minor modifications to winery use permits in accordance with the procedures set forth in subsection (D) below. There will be no public hearing for such minor modifications. Such minor modifications will not trigger application of the Napa County Road and Street Standards unless the total ADT from all uses exceeds forty (40) ADT or the inspection authority determines that improvements are required to comply with the State Fire Code, State Responsibility Area Fire Safe Regulations, or adopted left-turn lane warrants required for all projects. Modifications to winery use permits are considered minor modifications under this subsection if the change in operations consists of any of the following:

1. Any increase in the number of full-time equivalent existing permitted employees up to a total of ten employees or by up to ten percent, whichever is greater;
 2. Any increase in (1) the number of full-time equivalent existing permitted employees, including seasonal employees, (2) tours and tastings, or (3) deliveries, such that the total number of vehicle trips for all such uses on the property does not exceed forty (40) ADT or twenty (20) daily round trips;
 3. An increase in wine production up to a maximum of 30,000 gallons annually, or an increase of ten percent over the existing approved amount;
 4. An addition or increase in the number of marketing events, up to a total of eleven (11) marketing events per year. Ten (10) such events may allow attendees for each event up to a total that does not exceed twenty-four (24) ADT (twelve (12) daily round trips,) and one (1) such event may allow attendees for such event up to a total that does not exceed forty (40) ADT (twenty (20) daily round trips). The ADT for all winery uses on days when a marketing event occurs shall not exceed forty (40) ADT. The approval of marketing events under this subsection may include the change in hours of operation during which such events may occur to include times after 6:00 pm, provided the project applicants cease all operations by 11:00 pm;
 5. Any change in days of operation provided there is no increase in visitation, except pursuant to this section;
 6. Any change in aggregate building footprint (including caves) by a maximum of ten thousand (10,000) square feet or twenty-five percent of the total footprint, whichever is greater, where there is no cumulative increase in paved or impervious ground surface area beyond twenty-five percent of the subject parcel or fifteen acres, whichever is less; and/or
 7. Addition of a new high-risk commercial kitchen where there is an existing medium- or low-risk kitchen on the property.
- D. Notice of intent to approve or deny, for purposes of subsection (C) above, shall include a general explanation of the matter to be considered, a general description, in text or by diagram, of the location of the subject real property, and a statement that the zoning administrator intends to approve or deny the requested modification on a certain date not less than ten calendar days after the date of mailing of the notice. Notice of intent, for purposes of this subsection, shall be given as follows:

1. To the owner of the subject real property or the owner's duly authorized agent and to the project applicant if the project applicant is neither the owner of the property nor the owner's duly authorized agent;
 2. To all owners of real property, including businesses, corporations or other public or private entities, as shown on the latest equalized assessment roll within one thousand feet of the real property that is the subject of the proposed project. In lieu of utilizing the assessment roll, the records of the county assessor or tax collector which contain more recent information than the assessment roll may be used; and
 3. By posting the notice on the county's website for the PBES Department.
- G. Any modification to a use permit that exceeds the thresholds listed above in this section will be considered a major modification subject to consideration and a decision by the Planning Commission.

California Environmental Quality Act (CEQA) Review:

Depending on the site-specific circumstances associated with a particular winery, the project under this Minor Modification Procedure will be subject to CEQA, however, could be treated as exempt under Napa County's Local Procedures for Implementing the California Environmental Quality Act, Appendix B: Additional Categorically Exempt Projects in Napa County.

Checklist of Required Application Materials

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:**

Use Permit/Major Modification (All Uses): Total Fees are based on actual time and materials and flat fees. A deposit in the amount of \$10,000. Check made payable to County of Napa.

Small Winery Exemption (Winery Uses): Total fees are based on actual time and materials and flat fees. A deposit in the amount of \$5,000. Check made payable to County of Napa.

Minor Modification (Winery Uses): Total fees are based upon flat rates with exception to Engineering Services which are based on actual time and materials over 3 hours for Roads & Street Standards evaluation. All County Counsel fees are based on actual time and materials. Check made payable to County of Napa.

Administrative Permit (Winery Uses): Total Fees are based on actual time and materials and flat fees. A deposit in the amount of \$1,500. Check made payable to County of Napa.

Minor Modification (Non-Residential & Residential Uses): Total fees are based upon flat rates. All County Counsel fees are based on actual time and materials. Check made payable to County of Napa.

Very Minor Modification (Non-Residential & Residential Uses): Total fees are based upon flat rates. All County Counsel fees are based on actual time and materials. 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 Division – Design Information - Sample Site Plan Handout:** <https://www.countyofnapa.org/1890/Building-Documents> .

☒ **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.

☒ **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. Please fill out the enclosed current Trip Generation Sheet for existing and proposed project to determine the need for the preparation of a Traffic Impact Study.
3. Archeological/Cultural Resources Study (consistent with *Guidelines for Preparing Cultural Resource Surveys* and 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). Please refer to the following link: <https://www.countyofnapa.org/876/Water-Availability-Analysis>.
- ✓ 7. For projects located within Sensitive Domestic Water Supply Drainages and/or within the Agricultural Watershed (AW) zoning district, please provide vegetation coverage removal and retention information/analysis based on 1993 Vegetation totals and parcel configuration, including a map or figure that includes the following information:

Tree canopy coverage:

Tree canopy cover (1993):	_____ acres		
Tree canopy cover to be removed:	_____ acres	_____ %	(2) live oaks are proposed to be removed and replaced per County standard.
Tree canopy cover to be retained:	_____ acres	100 %	

Understory (i.e. brush, shrubs, grasses):

Understory cover (1993):	_____ acres	
Understory to be removed:	_____ acres	_____ %
Understory to be retained:	_____ acres	100 %

This information may be provided as part of the Biological Report if one is required for your project. Guidance on how to prepare vegetation removal and retention calculations can be found in the County's Water Quality & Tree Protection Ordinance Implementation Guide, located on our website:

<https://www.countyofnapa.org/DocumentCenter/View/12882/WOTPO-implementation-guide?bidId=>

8. 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/.
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:

2020 Napa County Road & Street Standards

<https://www.countyofnapa.org/DocumentCenter/View/3787/Napa-County-Road-and-Street-Standards---2020-PDF>

Project Guidance for Stormwater Compliance

<https://www.countyofnapa.org/DocumentCenter/View/3778/Project-Guidance-for-Stormwater-Quality-Compliance-PDF>

BASMAA Post-Construction Stormwater Management Manual

<https://www.countyofnapa.org/DocumentCenter/View/3780/Bay-Area--Stormwater-Management-Agencies-Association-BASMAA-Post-Construction-Manual-PDF>

Napa Countywide Stormwater Pollution Prevention Program (NCSPPP) Erosion and Sediment Control Plan Guidance

<https://www.countyofnapa.org/DocumentCenter/View/3780/Bay-Area--Stormwater-Management-Agencies-Association-BASMAA-Post-Construction-Manual-PDF>



Please Note

While this checklist includes all information generally required to process a Use Permit/Major Modification or other Use Permit related application, it is primarily focused on winery uses. Additional information may be required at the discretion of the Deputy Planning Director, and in particular in those cases where non-winery commercial uses (such as restaurants) or residential use related projects 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 file share (coordinated at intake).

TH

Certification and Indemnification

Applicant certifies that all the information contained in this application, including all information required in the Checklist of Required Application Materials and any supplemental submitted information including, but not limited to, the information sheet, water supply/waste disposal information sheet, site plan, floor plan, building elevations, water supply/waste disposal system site plan and toxic materials list, is complete and accurate to the best of his/her knowledge. Applicant and property owner hereby authorize such investigations including access to County Assessor's Records as are deemed necessary by the County Planning Division for preparation of reports related to this application, *including the right of access to the property involved.*

Pursuant to Chapter 1.30 of the Napa County Code, as part of the application for a discretionary land use project approval for the project identified below, Applicant agrees to defend, indemnify, release and hold harmless Napa County, its agents, officers, attorneys, employees, departments, boards and commissions (hereafter collectively "County") from any claim, action or proceeding (hereafter collectively "proceeding") brought against County, the purpose of which is to attack, set aside, void or annul the discretionary project approval of the County, or an action relating to this project required by any such proceeding to be taken to comply with the California Environmental Quality Act by County, or both. This indemnification shall include, but not be limited to damages awarded against the County, if any, and cost of suit, attorneys' fees, and other liabilities and expenses incurred in connection with such proceeding that relate to this discretionary approval or an action related to this project taken to comply with CEQA whether incurred by the Applicant, the County, and/or the parties initiating or bringing such proceeding. Applicant further agrees to indemnify the County for all of County's costs, attorneys' fees, and damages, which the County incurs in enforcing this indemnification agreement.

Applicant further agrees, as a condition of project approval, to defend, indemnify and hold harmless the County for all costs incurred in additional investigation of or study of, or for supplementing, redrafting, revising, or amending any document (such as an EIR, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if the Applicant desires to pursue securing approvals which are conditioned on the approval of such documents.

In the event any such proceeding is brought, County shall promptly notify the Applicant of the proceeding, and County shall cooperate fully in the defense. If County fails to promptly notify the Applicant of the proceeding, or if County fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the County. The County shall retain the right to participate in the defense of the proceeding if it bears its own attorneys' fees and costs, and defends the action in good faith. The Applicant shall not be required to pay or perform any settlement unless the settlement is approved by the Applicant.

Stephan Crétier / SCW Fund Corp.

Print Name of Property Owner




Signature of Property Owner

2025-04-03

Date

Willis Blakewell

Print Name Signature of Applicant (if different)

DocuSigned by:

6D8541B031B04FF...

Signature of Applicant

7/11/2024

Date

Hourly Fee Agreement

PROJECT File: _____; request for _____, I, Willis Blakewell

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 \$ _____ 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):

Willis Blakewell

Stephan Crétier / SCW Fund Corp.

Mailing Address of the Applicant responsible for paying processing fees:

Vine Cliff Winery, 7400 Silverado Trail

Napa, CA 94558

DocuSigned by:

Signature:*  808541B031D84EE...
willis@blakewellconsulting.com

Email Address: _____

Date: _____

Phone Number: _____

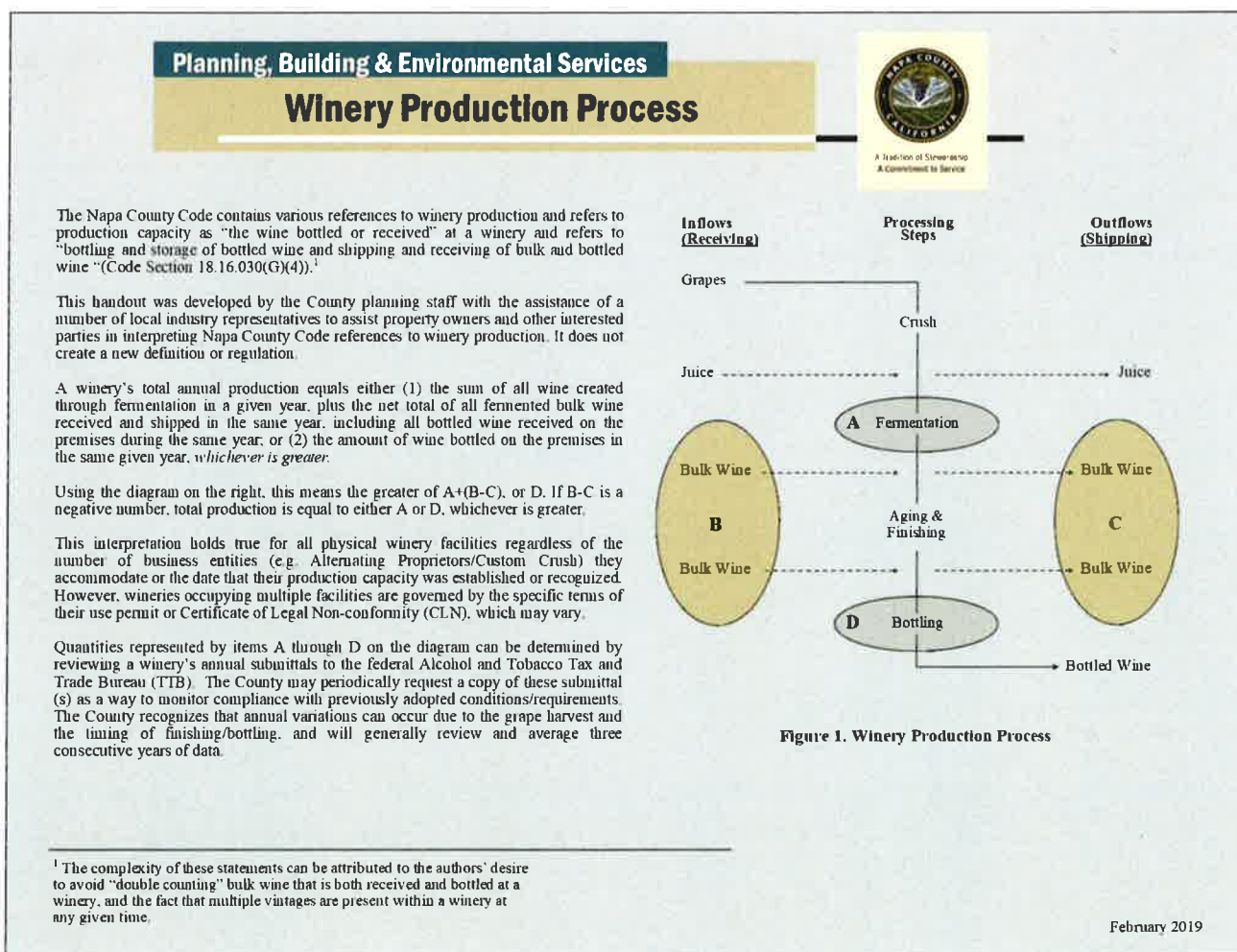
*ATTENTION - The applicant will be held responsible for all charges.

Supplemental Application for Winery Uses

Definitions

The below are paraphrased from County Code, please see referenced code sections for full text.

- a. **Winery Development Area** – All aggregate paved or impervious or semi-permeable ground surface areas of the production facility which includes all storage areas (except caves), offices, laboratories, kitchens, tasting rooms and paved parking areas for the exclusive use of winery employees. *See Napa County Code §18.104.210*
- b. **Winery Coverage** – The total square foot area of all winery building footprints, all aggregate paved or impervious ground surface areas of the production facility which includes all outside work, tank and storage areas (except caves); all paved areas including parking and loading areas, walkways, and access driveways to public or private roads or rights-of-way; and all above-ground wastewater and run-off treatment systems. *See Napa County Code §18.104.220*
- c. **Production Facility** – (For the purpose to calculate the maximum allowable accessory use) The total square footage of all winery crushing, fermenting, bottling, bulk and bottle storage, shipping, receiving, laboratory, equipment storage and maintenance facilities, and employee-designated restrooms but does not include wastewater treatment or disposal areas which cannot be used for agricultural purposes. *See Napa County Code §18.104.200*
- d. **Accessory Use** - The total square footage of area within winery structures used for accessory uses related to a winery that are not defined as “production facility” which would include offices, lobbies/waiting rooms, conference/meeting rooms, non-production access hallways, kitchens, tasting rooms (private and public areas), retail space areas, libraries, non-employee designated restrooms, art display areas, or any area within winery structures not directly related to wine production. *See Napa County Code §18.104.200*



WINERY OPERATIONS

Please indicate whether the activity or uses below are already legally **EXISTING**, whether they exist and are proposed to be **EXPANDED** as part of this application, whether they are **NEWLY PROPOSED** as part of this application, or whether they are neither existing nor proposed (**NONE**).

Retail Wine Sales	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Tours and Tasting- Open to the Public	<input type="checkbox"/> Existing			
Tours and Tasting- By Appointment	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Food at Tours and Tastings	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Marketing Events*	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Food at Marketing Events	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Will food be prepared...	<input checked="" type="checkbox"/> On-Site?	<input checked="" type="checkbox"/> Catered?		
Public display of art or wine-related items	<input type="checkbox"/> Existing	<input type="checkbox"/> Expanded	<input checked="" type="checkbox"/> Newly Proposed	<input type="checkbox"/> None
Wine Sales/Consumption – AB 2004	<input checked="" type="checkbox"/> Existing		<input type="checkbox"/> Proposed	<input type="checkbox"/> None

* For reference please see definition of "Marketing," at Napa County Code §18.08.370 - <http://library.municode.com/index.aspx?clientId=16513>

Production Capacity *

Please identify the winery's...

Existing permitted production capacity: 48,000 gal/y Per permit : #P17-00129 Permit date: Jan 17 2018
#98323-UP

Current maximum actual production: 9,800 gal/y For what year? 2022

Average 3 year production: 15,000 gal/y

Proposed production capacity: 48,000 (no change)

* For this section, please see "Winery Production Process".

Visitation and Operations

Please identify the winery's...

Maximum daily tours/tastings visitation: 50 existing No change proposed

Maximum weekly tours/tastings visitation: 350 existing No change proposed

Visitation hours (e.g. M-Sa, 10am-4pm): M-Su, 11am-11pm existing No change proposed

Production days and hours¹: M-Su, 9am-6pm existing No change proposed

*Employee work schedules may be adjusted on days of Marketing Events, which are permitted to occur until 11pm by Use Permit #98323-UP

¹ It is assumed that wineries will operate up to 24 hours per day during crush.

Grape Origin

All new wineries and any existing (pre-WDO) winery expanding beyond its winery development area must comply with the 75% rule and complete the attached "Initial Statement of Grape Source". See Napa County Code §18.104.250 (B) & (C). The project description should include information on location and quantity of grapes.

No change to grape source or production amount.

Marketing Program

Please describe the winery's proposed marketing program. Include event type, maximum attendance, hours, location/facilities to be used, food service details, etc. Provide a site plan showing where the marketing event activities will occur, including overflow/off-site parking. Differentiate between existing and proposed activities. (Attach additional sheets as necessary.)

No change to the previously-approved marketing events authorized in P17-00129-MOD.

On-Site Consumption

If requesting On-Site Consumption, please provide a site plan showing where such activities will occur.

No change to the previously-approved On-Site Consumption authorized in P17-00129-MOD.

Food Service

Please describe the nature of any proposed food service including type of food, frequency of service, whether prepared on site or not, kitchen equipment, eating facilities, etc. Please differentiate between existing and proposed food service and existing type of commercial kitchen (low, medium or high risk) and/or food preparation areas authorized by the County Environmental Health Division. (Attach additional sheets as necessary.)

P17-00129-MOD approved tours and tastings to include food pairings, to be furnished by a licensed caterer or food service provider. This new Application seeks to improve an existing low-risk breakroom to a high-risk commercial kitchen, such that some food pairings may be prepared on site.

Winery Coverage and Accessory/Production Ratio

Winery Development Area. Consistent with the definition at "a.," and with the marked-up site plans included in your submittal, please indicate your proposed winery development area. If the facility already exists, please differentiate between existing and proposed.

Existing	<u>2,460</u>	sq. ft.	<u>0.06</u>	acres
Proposed	<u>9,705</u>	sq. ft.	<u>0.22</u>	acres

Winery Coverage. Consistent with the definition at "b.," and with the marked-up site plans included in your submittal, please indicate your proposed winery coverage (maximum 25% of parcel or 15 acres, whichever is less).

<u>58,760</u>	sq. ft.	<u>1.35</u>	acres	<u>1.5</u>	% of parcel
---------------	---------	-------------	-------	------------	-------------

Production Facility. Consistent with the definition at "c.," and the marked-up floor plans included in your submittal, please indicate your proposed production square footage. If the facility already exists, please differentiate between existing and proposed.

Existing	<u>24,447</u>	sq. ft.	Proposed	<u>20,138</u>	sq. ft.
----------	---------------	---------	----------	---------------	---------

Accessory Use. Consistent with the definition at "d.," and the marked-up floor plans included in your submittal, please indicate your proposed accessory square footage. If the facility already exists, please differentiate between existing and proposed. (maximum = 40% of the production facility)

Existing	<u>2,338</u>	sq. ft.	<u>10</u>	% of production facility
Proposed	<u>7,425</u>	sq. ft.	<u>37</u>	% of production facility

Caves and Crush pads

If new or expanded caves are proposed, please indicate which of the following best describes the public accessibility of the proposed and existing cave space: Please denote on cave floor plans the location of existing and proposed cave type/activities and identify location of on-site cave spoils on a site plan.

Existing Cave:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> None – no visitors/tours/events (Class I) | <input type="checkbox"/> Guided Tours Only (Class II) | <input type="checkbox"/> Public Access (Class III) |
| <input type="checkbox"/> Marketing Events and/or Temporary Events (Class III) | | |

Expanded or New Cave:

- | | | |
|--|---|---|
| <input type="checkbox"/> None – no visitors/tours/events (Class I) | <input type="checkbox"/> Guided Tours Only (Class II) | <input checked="" type="checkbox"/> Public Access (Class III) |
| <input checked="" type="checkbox"/> Marketing Events and/or Temporary Events (Class III) | | |

Please identify the winery's...

Cave area (total)	Existing: <u>17,751</u>	sq. ft.	Proposed: <u>20,174</u>	sq. ft.
Cave area (Production)	Existing: <u>17,751</u>	sq. ft.	Proposed: <u>16,328</u>	sq. ft.
Cave area (Accessory)	Existing: <u>0</u>	sq. ft.	Proposed: <u>3,846</u>	sq. ft.
Covered crush pad area	Existing: <u>2,272</u>	sq. ft.	Proposed: <u>2,074</u>	sq. ft.
Uncovered crush pad area	Existing: <u>0</u>	sq. ft.	Proposed: <u>0</u>	sq. ft.
Cave Spoils total:			Proposed: <u>14,000</u>	cy.

Cave Spoils Use:

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Onsite | <input checked="" type="checkbox"/> Offsite |
|---------------------------------|---|

Initial Statement of Grape Source

Pursuant to Napa County Zoning Ordinance Sections 12419(b) and (c), I hereby certify that the current application for establishment or expansion of a winery pursuant to the Napa County Winery Definition Ordinance will employ sources of grapes in accordance with the requirements of Section 12419(b) and/or (c) of that Ordinance.



2025-04-03

DocuSigned by:
Willis Blakewell
6D8541B031D84FF

7/11/2024

Owner's Signature

Date

Letters of commitment from grape suppliers and supporting documents may be required prior to issuance of any building permits for the project. Recertification of compliance will be required on a periodic basis. Recertification after initiation of the requested wine production may require the submittal of additional information regarding individual grape sources. Proprietary information will not be disclosed to the public.



A Tradition of Stewardship
A Commitment to Service

WINERY TRIP GENERATION WORKSHEET

Planning, Building & Environmental Services

1195 Third Street, Suite 210

Napa, CA 94559-3082

(707) 253-4417

PROJECT DESCRIPTION

Clear Form

Winery Name: _____ **Date Prepared:** _____

Existing Entitled Winery		Harvest	Non-Harvest
Number of Full Time Employees*	Weekday	10	10
	Weekend	10	10
Number of Part Time Employees*	Weekday	6	6
	Weekend	6	6
Maximum Daily Visitation	Weekday	50	50
	Weekend	50	50
Annual Gallons of Production		48,000	48,000
Annual Tons of Grape Haul		300.0	N/A
Number of Visitors at the Largest Event that occurs two or more times per month, on average	Weekday	50	50
	Weekend	50	50

Proposed Winery		Harvest	Non-Harvest
Number of Full Time Employees*	Weekday	10	10
	Weekend	10	10
Number of Part Time Employees*	Weekday	6	6
	Weekend	6	6
Maximum Daily Visitation	Weekday	50	50
	Weekend	50	50
Annual Gallons of Production		48,000	48,000
Annual Tons of Grape Haul		300.0	N/A
Number of Visitors at the Largest Event that occurs two or more times per month, on average	Weekday	50	50
	Weekend	50	50

*Number of full time and part time employees should represent the max number of employees that will be working on any given day (including all vendors and contractors employed for the largest event that occurs two or more times per month on average).

TRIP GENERATION

Existing Winery					Harvest	Non-Harvest
<u>Maximum Daily Weekday Traffic (Friday)</u>						
	<u>Harvest</u>	<u>Non-Harvest</u>				
FT Employees	10	10	3.05 one way trips/employee	FT Employee Daily Trips	30.5	30.5
PT Employees	6	6	1.9 one way trips/employee	PT Employee Daily Trips	11.4	11.4
Max Visitors	50	50	2.6 visitors/vehicle for 2 one way trips	Max Visitor Daily Trips	38.5	38.5
Max Event	50	50	2.6 visitors/vehicle for 2 one way trips	Max Event Daily Trips	38.5	38.5
Gallons of Production	48,000		0.000018 truck trips	Production Daily Trips	0.9	0.9
Tons of Grape Haul#	300.0		0.013889 truck trips	Grape Haul Daily Trips	4.2	0.0
					Total Weekday Daily Trips	124
					Total Weekday Peak Hour Trips*	30
						28
<u>Maximum Daily Weekend Traffic (Saturday)</u>						
	<u>Harvest</u>	<u>Non-Harvest</u>				
FT Employees	10	10	3.05 one way trips/employee	FT Employee Daily Trips	30.5	30.5
PT Employees	6	6	1.9 one way trips/employee	PT Employee Daily Trips	11.4	11.4
Max Visitors	50	50	2.8 visitors/vehicle for 2 one way trips	Max Visitor Daily Trips	35.7	35.7
Max Event	50	50	2.8 visitors/vehicle for 2 one way trips	Max Event Daily Trips	35.7	35.7
Gallons of Production	48,000		0.000018 truck trips	Production Daily Trips	0.9	0.9
Tons of Grape Haul#	300.0		0.013889 truck trips	Grape Haul Daily Trips	4.2	0.0
					Total Weekend Daily Trips	119
					Total Weekend Peak Hour Trips*	37
						34
<u>Maximum Annual Traffic</u>						
					Total Annual Trips**	43,588

Proposed Winery					Harvest	Non-Harvest
<u>Maximum Daily Weekday Traffic (Friday)</u>						
	<u>Harvest</u>	<u>Non-Harvest</u>				
FT Employees	10	10	3.05 one way trips/employee	FT Employee Daily Trips	30.5	30.5
PT Employees	6	6	1.9 one way trips/employee	PT Employee Daily Trips	11.4	11.4
Max Visitors	50	50	2.6 visitors/vehicle for 2 one way trips	Max Visitor Daily Trips	38.5	38.5
Max Event	50	50	2.6 visitors/vehicle for 2 one way trips	Max Event Daily Trips	38.5	38.5
Gallons of Production	48,000		0.000018 truck trips	Production Daily Trips	0.9	0.9
Tons of Grape Haul#	300.0		0.013889 truck trips	Grape Haul Daily Trips	4.2	0.0
					Total Weekday Daily Trips	124
					Total Weekday Peak Hour Trips*	30
						28
<u>Maximum Daily Weekend Traffic (Saturday)</u>						
	<u>Harvest</u>	<u>Non-Harvest</u>				
FT Employees	10	10	3.05 one way trips/employee	FT Employee Daily Trips	30.5	30.5
PT Employees	6	6	1.9 one way trips/employee	PT Employee Daily Trips	11.4	11.4
Max Visitors	50	50	2.8 visitors/vehicle for 2 one way trips	Max Visitor Daily Trips	35.7	35.7
Max Event	50	50	2.8 visitors/vehicle for 2 one way trips	Max Event Daily Trips	35.7	35.7
Gallons of Production	48,000		0.000018 truck trips	Production Daily Trips	0.9	0.9
Tons of Grape Haul#	300.0		0.013889 truck trips	Grape Haul Daily Trips	4.2	0.0
					Total Weekend Daily Trips	119
					Total Weekend Peak Hour Trips*	37
						34
<u>Maximum Annual Traffic</u>						
					Total Annual Trips**	43,588

Net New Trips		Harvest	Non-Harvest
<u>Maximum Weekday Traffic (Friday)</u>			
If total net new daily trips is greater than 40, a TIS is required			
		Net New Weekday Daily Trips	0
		Net New Weekday Peak Hour Trips*	0
<u>Maximum Weekend Traffic (Saturday)</u>			
If total net new daily trips is greater than 40, a TIS is required			
		Net New Weekend Daily Trips	0
		Net New Weekend Peak Hour Trips*	0
<u>Maximum Annual Traffic</u>			
A Traffic Impact Study is NOT Required			
		Net New Annual Trips**	0

#Trips associated with Grape Haul represent harvest season only.

*Weekday peak hour trips are calculated as 38% of daily trips associated with visitors and production plus one trip per employee. Weekend peak hour trips are calculated as 57% of daily trips associated with visitors and production plus one trip per employee.

**Annual trips represent a conservative calculation that assumes 11 weeks of harvest, all weekdays are Fridays, all weekends are Saturdays, and assumes that the largest event that occurs two or more times per month on average occurs every day.



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: VINE CLIFF REMODEL / APN 032-030-027

Project number if known:

Contact person: Kirsten Shinnamon Baker / Signum Architecture

Contact email & phone number: kirsten@signumarchitecture.com

Today's date: 6/28/24

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.

Solar panels on-site currently.



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.

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 CO₂e and add the County's carbon stock.

☐ ☐ **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).

☐ ☐ **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.

☐ **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.

☐ **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.

☐ **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.

☐ **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!

☐ **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.

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.

☐ ☐ **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%.

☐ ☐ **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.

☐ ☒ **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.

☐ ☐ **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.

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.

☐ ☐ **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.

☐ ☐ **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.

☐ ☐ **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.

☐ ☐ **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.

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.

☐ ☐ **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.

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

BMP-25 (a) ☐

LEED™ Silver (check box BMP-25 and this one)

BMP-25 (b) ☐

LEED™ Gold (check box BMP-25, BMP-25 (a), and this box)

BMP-25 (c) ☐

LEED™ Platinum (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.

☐ ☐ **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.

☐☐

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.

☐☐

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.

☐☐

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?

☐☐

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

Comments and Suggestions on this form?

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*
5. *U.S. Green Building Council (2009). LEED 2009 for New Construction and Major Renovations Rating System. Washington, DC: United States Green Building Council, Inc.*
6. *California Energy Commission (2008). Title 24, Part 6, of the California Code of Regulations: California's Energy Efficiency Standards for Residential and Nonresidential Buildings. Sacramento, CA: California Energy Commission.*
7. *U.S. Department of Energy (2010). Cool roof fact sheet.*
8. <http://www1.eere.energy.gov/buildings/ssl/ledlightingfacts.html>
9. *Compact Fluorescent Light Bulbs". Energy Star. Retrieved 2013-05-01.*
10. <http://energy.gov/energysaver/articles/solar-water-heaters>. Retrieved 2013-05-02.
11. <http://energy.gov/energysaver/articles/solar-water-heater>. Retrieved 2013-05-09
12. http://www.bchydro.com/powersmart/residential/guides_tips/green-your-home/cooling_guide/shade_trees.html
13. <http://www.napagreen.org/about>. Retrieved 2013-05-09
14. <http://www.countyofnapa.org/pages/departmentcontent.aspx?id=4294971612>
15. <http://www.napasan.com/Pages/ContentMenu.aspx?id=109>
16. <http://water.epa.gov/polwaste/green/index.cfm>

Adjoining Property Owner List Requirements

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.

COUNTY OF NAPA
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

USE PERMIT
EXCEPTION TO CONSERVATION REGULATIONS

APPLICATION PACKET

1. Checklist
2. Application Review Procedures
3. Application
4. Supplemental Application Form
5. Indemnification Statement
6. Hourly Fee Agreement
7. Adjoining Property Owner Requirements
8. Plan Requirements
9. Sample Graphics

PRE-SUBMISSION REQUIREMENTS

Prior to the submission of your application materials, please call Planning Division Secretary at (707) 253-4417 to schedule a pre-submittal application review meeting (See Completeness Checklist). The purpose of the meeting is to review your application to make sure it is complete for submittal. According to state law, your application will receive a determination of completeness within thirty (30) days after submittal.

USE PERMIT EXCEPTION TO CONSERVATION REGULATIONS

APPLICATION CHECKLIST

1. _____ Completed signed application
2. _____ Completed supplemental application form
3. _____ **Signed** Indemnification statement
4. _____ **Signed** Hourly Fee Agreement
5. _____ Site Location Map (on 7" by 7½" portion of a 7½-minute U.S. Geological survey topographic map)
4. _____ Complete Site Plan with all existing and proposed improvements shown, including structures, parking, roads, driveways, easements and leach field.
5. _____ Title Insurance Co. Certified List of All Property Owners within 1000 feet of the subject parcel specifying name, address, and parcel number.
6. _____ Assessor's pages used in compiling property owners list.
7. _____ Make checks out to the **County of Napa**. (*Amount to be determined at the pre-application meeting*).
8. _____ Pre-Submittal application review meeting with Planning Division Staff (Date: _____)
9. _____ Additional information that may be required by Planning Division.
10. _____ Erosion Control Plan only for agricultural projects (vineyard conversions, etc.)

APPLICATION REVIEW PROCEDURES

USE PERMIT EXCEPTION TO THE CONSERVATION REGULATIONS

A Use Permit for an exception to the Conservation Regulations must be approved by the Planning Commission prior to development. Development may not begin until all necessary permits have been obtained, including any building or grading permits.

NOTE: The Use Permit application is not complete until all the information listed on the checklist is submitted for review.

The Use Permit applies to the land, not to the property owner. Therefore, once a Use Permit is approved for a given parcel of land, any new owner may operate under the same Use Permit pursuant to the conditions and applicable mitigation measures under which it was approved.

THE INFORMATION THAT YOU PROVIDE IN THE USE PERMIT APPLICATION, INCLUDING THE SUPPLEMENTAL APPLICATION AND EROSION CONTROL PLAN WILL PROVIDE THE BASIS FOR THE EVALUATION OF YOUR APPLICATION, INCLUDING ENVIRONMENTAL REVIEW. THE INFORMATION WILL ALSO BE USED AS A BASIS FOR THE ESTABLISHMENT OF CONDITIONS OF APPROVAL.

Application

1. The attached application and supplemental information forms require that you provide some basic information as well as a detailed erosion control plan for the proposed project. Prior to submittal, the applicant must schedule a pre-application meeting with a representative of the Planning Division to determine whether or not the proposed project can meet the minimum standards and requirements of the Conservation Regulations. When the application is submitted, a filing fee is collected to cover the costs of processing and analysis time, legal advertising, field investigations, and similar matters.
2. Within 30 days of receiving an application, the Planning Division will review the materials submitted to make sure that all the items listed on the application completeness checklist have been provided. Each item submitted will be reviewed for accuracy and completeness. In addition, an initial environmental review of the project will be undertaken. If all pertinent items on the checklist have been provided, each item supplied is complete and accurate, and no additional environmental data is needed, the application will be deemed complete. All applications accepted for processing will be referred to applicable County and public agencies for review, recommendation, and conditions. If the application is incomplete the applicant will be informed as to what additional materials, information and/or studies are needed to make the application complete. Upon submission of **all** the materials requested, the application will be found complete and distributed for review and comment.

Processing Time Limits

3. Use Permit applications are subject to processing time limits pursuant to California Government Code Section 65950. Generally, upon a determination by the County that the application is complete, the County is required to take action on a Use Permit within 180 days unless an environmental impact report (EIR) is required pursuant to the California

Environmental Quality Act of 1970 et seq. If an EIR is required, the permit must be approved or denied within 1 year.

Environmental Assessment

4. After any application has been accepted as complete, an assessment of the project's potential impact(s) on the environment will be conducted. If the Planning Division determines, based on that assessment, that the project is exempt from further environmental review, the project will be scheduled for a noticed public hearing. If the project is located in any recognized environmentally sensitive area or has other potentially significant environmental impacts, one or more detailed studies may be required to determine the extent of these impacts. If it is determined that significant environmental impacts could result from the project, the applicant will be required to prepare an Initial Study/Mitigated Negative Declaration or an Environmental Impact Report (EIR).

Public Hearing

5. Upon completion of the environmental assessment for the project and preparation of the appropriate environmental document (i.e., categorical exemption, negative declaration, or EIR), the project will be scheduled for a noticed public hearing before the Planning Commission. The purpose of the hearing is to receive public testimony, evaluate the appropriateness of the environmental determination made by the Planning Division, determine compliance with County regulations, and either approve or deny the project. A notice of public hearing containing a brief description of the project and the date, time, and location of the hearing will be published and mailed to all property owners within 1000 feet of the project site, 30, 20 or 10 days prior to the scheduled hearing.
6. At the public hearing, the report and recommendation of the Planning Division is presented. The applicant and project proponents are given an opportunity to present testimony in support of the Use Permit. Opponents to the request are given an opportunity to express their reasons why the environmental determination is not appropriate or why the Use Permit should not be granted. At the close of the hearing, the Planning Commission will consider the request, the Planning Division Report, and the testimony received during the public hearing and take formal action to approve, conditionally approve, or deny the Use Permit.

Appeal

7. Following action on the project, there is a 10 working day appeal period before the use permit becomes effective. During this period, the decision of the Planning Commission may be appealed to the Board of Supervisors by a County department, the applicant, or project opponents by filing a written appeal on a form provided by the Department, including payment of an appeal fee that varies with the length of the public hearing that has been held on the project. Once a proper appeal has been filed, a public hearing on the appeal will be set within 90 days. At the conclusion of the public hearing, the Board will either approve, deny, or modify the decision or action being appealed. Reconsideration of the Board's action can be sought if a request for reconsideration is filed within 30 days of the Board's decision.

FILE # _____



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 USE PERMIT
EXCEPTION TO CONSERVATION REGULATIONS

FOR OFFICE USE ONLY

ZONING DISTRICT: _____ Date Submitted: _____
 TYPE OF APPLICATION: _____ Date Published: _____
 REQUEST: _____ Date Complete: _____

TO BE COMPLETED BY APPLICANT

(Please type or print legibly)

PROJECT NAME: VINE CLIFF WINERY ALTERATION

Assessor's Parcel #: 032-030-027 Existing Parcel Size: 99.59 acres

Site Address/Location: 7400 SILVERADO TRAIL, NAPA, CA 94558
 No. Street City State Zip

Property Owner's Name: VINE CLIFF 1871

Mailing Address: SAME AS ABOVE
 No. Street City State Zip

Telephone #: (707) 480 - 9250 Fax #: () - E-Mail: willis@blakewellconsulting.com

Applicant's Name: WILLIS BLAKEWELL, BLAKEWELL CONSULTING

Mailing Address: same as above
 No. Street City State Zip

Telephone #: () - Fax #: () - E-Mail: _____

Status of Applicant's Interest in Property: _____

Representative Name: KIRSTEN SHINNAMON BAKER, SIGNUM ARCHITECTURE

Mailing Address: 1675 2ND STREET, NAPA, CA 94559
 No. Street City State Zip

Telephone #: (707) 963-8831 Fax #: () E-Mail: kirsten@signumarchitecture.com

I certify that all the information contained in this application, including but not limited to the information sheet, water supply/waste disposal information sheet, site plan, plot plan, floor plan, building elevations, water supply/waste disposal system plot plan and toxic materials list, is complete and accurate to the best of my knowledge. I hereby authorize such investigations including access to County Assessor's Records as are deemed necessary by the County Planning Division for preparation of reports related to this application, including the right of access to the property involved.

Willis Blakewell 7/11/2024

Signature of Applicant

Date

Signature of Property Owner

Date

willis Blakewell

Print Name

Print Name

TO BE COMPLETED BY PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

Application Fee Deposit: \$ _____ Receipt No.: _____ Received by: _____ Date: _____

SUPPLEMENTAL APPLICATION FORM
USE PERMIT EXCEPTION TO CONSERVATION REGULATION

1. Please explain the reason for the exception request.

- This project proposes to remodel portions of the Vine Cliff Winery's existing caves and hospitality building with improvements to the surrounding hardscape, driveway, and the addition of a covered crush pad. The post-project impervious area is proposed to be less than the pre-project impervious area. The project site consists of mild to steep slopes, with hillside grading and the covered crush pad proposed on slopes greater than thirty percent. The project proposes to remove an existing concrete production area that has a retaining wall, which will involve hillside grading to conform to the existing hillside contours. An exception is requested to accommodate these improvements.
- The proposed improvements are intended to meet Napa County Road and Street Standards, improve crush operations and overall facility circulation.

2. Are there any alternatives to the project which would not require an exception? Please explain.

No. In order to improve the existing driveway and maintain access to the caves, the proposed improvements will impact steep slopes. The proposed covered crush pad is placed to allow for a second cave access portal between the footprint of the existing cave and the existing driveway. The second cave access portal will allow for a second mode of egress for the improved Type-III cave.

The driveway is also being improved to meet Napa County Fire Road and Street Standards, further limiting the size and location of the covered crush pad.

3. Describe how the project can meet the findings described in Section 18.104.040 A (structural or road project), or Section 18.108.040B (agricultural project).

The project intends to minimize grading activity on slopes greater than thirty percent given the proposed improvements and limited site availability.

Section 18.108.040.A. Structural/road development projects

a. Roads, driveways, buildings and other man-made structures have been designed to complement the natural landform and to avoid excessive grading: (Please describe).

The proposed covered crush pad has been designed to use the available area between the existing cave footprint and access road. Retaining walls are proposed in this area to avoid excessive grading and maintain the surrounding hillside.

b. Primary and accessory structures employ architectural and design elements which in total serve to reduce the amount of grading and earthmoving activity required for the project, including the following elements:

- i. Multiple-floor levels which follow existing, natural slopes;
- ii. Foundation types such as poles, piles, or stepping level which minimize cut and fill and the need for retaining walls;
- iii. Fence lines, walls, and other features which blend with the existing terrain rather than strike off at an angle against it.

The structures are designed to fit into the natural topography to reduce earthwork. Retaining walls are stepped where necessary to minimize earthwork.

- c. The development project minimizes removal of existing vegetation , incorporates existing vegetation into final design plans, and replacement vegetation of appropriate size, quality and quantity is included to mitigate adverse environmental effects.

— The overall project will result in less post-project impervious area than pre-project impervious area. The removal of the existing concrete production area and retaining wall will allow for vegetation for the restored hillside. The majority of trees to be removed are non-native ornamental trees. Two live oaks are proposed to be removed and be replaced per County standard.

4. Adequate fire safety measures have been incorporated into the design of the proposed development.

— The project proposes improvements to the existing driveway to meet Napa County Road and Street standards. The project also proposes two new fire hydrants and a fire water storage area. The existing cave and its expansion is proposed to add fire sprinklers.

5. Disturbance to streams and watercourses shall be minimized, and setbacks shall be retained as specified in Section 18.108.025.

- There are no disturbances proposed to streams, watercourses or their associated setbacks.

6. The project does not adversely impact threatened or endangered plant or animal habitats as designated by state or federal agencies with jurisdiction and identified on the county's environmental sensitivity maps.

- A biosurvey report was prepared by Salix Consulting, Inc and found that the project has no adverse impacts.

Section 18.108.040.B. Agricultural projects, or Agricultural roads as defined by Planning, Building, and Environmental Services, Engineering Division

Intentionally left blank - not an agricultural project.

7. The erosion rate that results two years from the completion of the proposed agricultural development does not exceed the soil tolerance factor approved by the Natural Resource Conservation Service for the soil type, topography and climatic conditions in which the project is located;

8. Impacts on streams and watercourses are minimized, and adequate setbacks along these drainageways are or will be maintained.

9. The project does not adversely impact sensitive, rare, threatened or endangered plant or animal habitats as designated by state or federal agencies with jurisdiction and identified on the county's environmental sensitivity maps.

INDEMNIFICATION AGREEMENT

Pursuant to Chapter 1.30 of the Napa County Code, as part of the application for a discretionary land use project approval for the project identified below, Applicant agrees to defend, indemnify, release and hold harmless Napa County, its agents, officers, attorneys, employees, departments, boards and commissions (hereafter collectively "County") from any claim, action or proceeding (hereafter collectively "proceeding") brought against County, the purpose of which is to attack, set aside, void or annul the discretionary project approval of the County, or an action relating to this project required by any such proceeding to be taken to comply with the California Environmental Quality Act by County, or both. This indemnification shall include, but not be limited to damages awarded against the County, if any, and cost of suit, attorneys' fees, and other liabilities and expenses incurred in connection with such proceeding that relate to this discretionary approval or an action related to this project taken to comply with CEQA whether incurred by the Applicant, the County, and/or the parties initiating or bringing such proceeding. Applicant further agrees to indemnify the County for all of County's costs, attorneys' fees, and damages, which the County incurs in enforcing this indemnification agreement.

Applicant further agrees, as a condition of project approval, to defend, indemnify and hold harmless the County for all costs incurred in additional investigation of or study of, or for supplementing, redrafting, revising, or amending any document (such as an EIR, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if the Applicant desires to pursue securing approvals which are conditioned on the approval of such documents.

In the event any such proceeding is brought, County shall promptly notify the Applicant of the proceeding, and County shall cooperate fully in the defense. If County fails to promptly notify the Applicant of the proceeding, or if County fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the County. The County shall retain the right to participate in the defense of the proceeding if it bears its own attorneys' fees and costs, and defends the action in good faith. The Applicant shall not be required to pay or perform any settlement unless the settlement is approved by the Applicant.

DocuSigned by:

Willis Blakewell

6D8544B034D84FF...

Applicant

7/11/2024

Date

Property Owner (if other than Applicant)

VINE CLIFF WINERY ALTERATION

Project Identification

Hourly Fee Agreement

PROJECT File: _____; request for

~~willis blakewell~~_____, 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 \$ _____ 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):

WILLIS BLAKEWELL, BLAKEWELL CONSULTING

Mailing Address of the Applicant responsible for paying processing fees:

7400 SILVERADO TRAIL

NAPA, CA 94558

DocuSigned by:

Signature:* 6D8644B034D84FF...
Email Address: willis@blakewellconsulting.com
Date: 7/11/2024
Phone Number: 707-480-9250

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

ADJOINING PROPERTY OWNER LIST REQUIREMENTS

All applications shall include a list of the current owners of all the properties whose outer perimeters are within **1000 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.

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.

INSTRUCTIONS TO 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 #5351 Plain Paper Copier Labels so that this information can be readily copied on to new labels for use in mailing by Planning, Building, and Environmental Services.
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 should have any questions, please contact the Planning, Building, and Environmental Services at (707) 253-4417.

PLAN REQUIREMENTS

SITE LOCATION MAP REQUIREMENTS

One (1) copy of a site location map. Said map shall consist of a 7" by 7 1/2" portion of the **7 1/2 minute** U.S. Geological Survey Topographic map that covers the project vicinity or an accurate reproducible copy thereof. This map section shall be pasted or taped (not stapled) in the space provided on the site location map blank contained in this application packet. The following information shall be **accurately** plotted thereon:

- a) The location of the boundary lines of all existing parcels involved and any new parcels to be formed.
- b) The location of all existing improvements to be used including but not limited to existing access roads.
- c) The location of all new improvements proposed including but not limited to buildings and access roads/driveways. For the purpose of this section proposed building sites on parcel/subdivision maps along with all the associated improvements necessary to put a home at the location selected shall be considered as "new improvements".

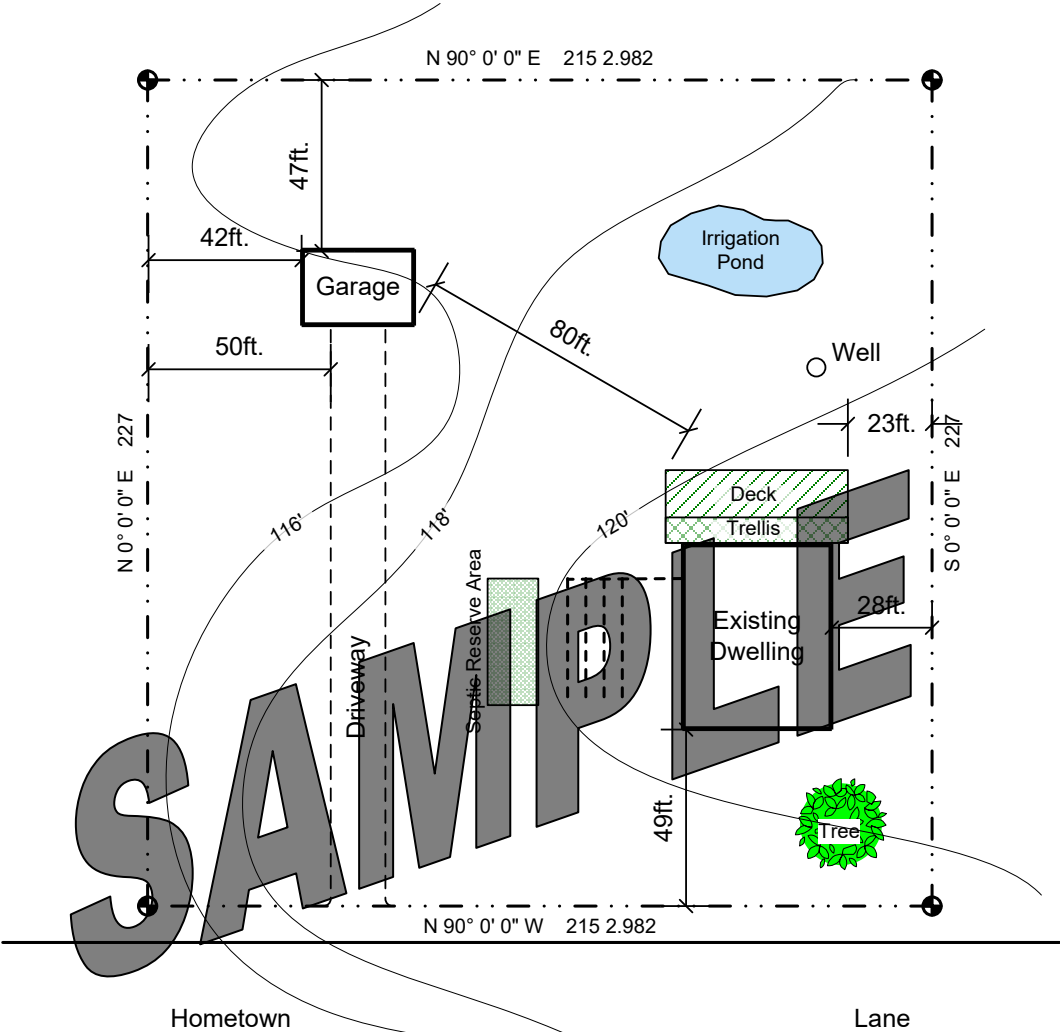
The location of all boundary lines and improvements plotted must be accurate to within 50 feet (i.e., 1/20th of an inch).

The symbols to be used in preparing this location map are specified in the legend on the site location map blank provided.

EROSION CONTROL PLAN REQUIREMENTS

Four (4) additional copies of the erosion control plan and narrative prepared in accordance with Section 18.108 et seq. of the county Code.

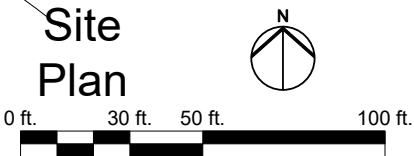
A clear, clean, readable, black-line reduction on 11" X 17" paper may be required to accompany the project. This will be determined at the Pre-application meeting.



Each different plan shall fill a minimum 11" x 17" sheet of paper.
Plans and notes shall be legible.
Provide all of the information requested in the title blocks.
Indicate the scale and show a North Arrow on each site plan.
Did you remember to:

- Show access to property.
- Show all property lines and the distances of all structures to those property lines.
- Show all roads, streets, driveways, rivers, reservoirs, dams, creeks, streams, paths and the distance from centerline of roads, streets and highways.
- Show all buildings and/or structures on the property, existing and proposed and the distances between those buildings and/or structures.
- Show all easements.
- Show all water wells, fire hydrants, water storage tank(s), LP gas tank(s).
- Show all septic system(s) and required 100% expansion area (reserve area). *
- Show stock pile(s) of dirt, soil, rocks and/or earth.

Five copies of the site plan are required for all building permits.



* Reserve area is a County code requirement. You must identify an adequate reserved area on your site plan.
This reserve area will be reviewed on a case by case basis. If you have a very small parcel or a parcel with unusual site constraints you may be required to prove reserve area before a clearance on your building permit may be issued.

APN:	 <div>COUNTY of NAPA OFFICE OF PLANNING, BUILDING & ENVIRONMENTAL SERVICES <u>Sample Site Plan for Permit Submission</u></div>
Name:	
Address:	
Phone:	