



A Tradition of Stewardship  
A Commitment to Service

**Planning, Building & Environmental Services**

1195 Third Street, Suite 210  
Napa, CA 94559  
www.countyofnapa.org

**Brian B. Bordona**  
Director

|                          |   |
|--------------------------|---|
| To: Zoning Administrator | From: Wendy Atkins                            |
| Date: July 24, 2024      | Re: Napa Mini House<br>Variance P19-00294-VAR |

Staff Requests the Following Changes to Attachment B Recommended Conditions of Approval and Final Agency Approval Memos:

**PART II**

**4.0 OPERATIONAL CHARACTERISTICS OF THE PROJECT**

**4.10 COMPLIANCE WITH OTHER DEPARTMENTS AND AGENCIES – OPERATION CONDITIONS**

Add memo from Kim Withrow, Environmental Health Supervisor, dated March 1, 2024

**PART III**

**6.0 Grading/Demolition/Environmental/Building Permit/Other Prerequisites**

**6.1 COMPLIANCE WITH OTHER DEPARTMENTS AND AGENCIES – PLAN REVIEW, CONSTRUCTION AND PREOCCUPANCY CONDITIONS**

Add memo from Kim Withrow, Environmental Health Supervisor, dated March 1, 2024

**“B”**

**Recommended Conditions of Approval  
and Final Agency Approval Memos**

**ZONING ADMINISTRATOR HEARING – JULY 24, 2024  
RECOMMENDED CONDITIONS OF APPROVAL**

***Napa Mini House Variance Application  
P19-00294-VAR  
Milton Road, Napa  
APN 048-043-035-000***

This Permit encompasses and shall be limited to the project commonly known as ***Napa Mini House Variance Application, located on Milton Road, Napa CA, 94559***. Part I encompasses the Project Scope and general conditions pertaining to statutory and local code references, project monitoring and the process for any future changes or activities. Part II encompasses the ongoing conditions relevant to the operation of the project. Part III encompasses the conditions relevant to construction and the prerequisites for a Final Certificate of Occupancy. It is the responsibility of the permittee to communicate the requirements of these conditions and mitigations (if any) to all designers, contractors, employees, and the general public to ensure compliance is achieved.

Where conditions are not applicable or relevant to this project, they shall be noted as "Reserved" and, therefore, have been removed.

When modifying a legally established entitlement related to this project, these conditions are not intended to be retroactive or to have any effect on existing vested rights except where specifically indicated.

**PART I**

**1.0 PROJECT SCOPE**

This Permit encompasses and shall be limited to:

- 1.1 Construction of a 34-foot tall single-family home four (4) feet from the side (north and south) property lines, which would reduce the required first story side yard setback from five feet to four feet;
- 1.2 Construction of a 34-foot tall single-family home four (4) feet from the side (north and south) property lines, which would reduce the required three (3) additional feet of side yard setback for each story above the first story of any building from eight (8) feet to four (4) feet for the second story and eleven feet to four (4) feet for the third story;
- 1.3 Allow for a reduction in off-street parking from two (2) to one (1) space;
- 1.4 Allow an on-site parking space in the road setback (12 feet setback from the centerline of Milton Road), front setback (0 setback from property line), and side yard setbacks (4 feet from the north property line and 4 feet from the south property line); and
- 1.5 Allow a covered deck to extend six (6) feet into the rear setback, reducing the required setback from twenty feet to fourteen feet.

The construction of a new residential structure and associated site improvements shall be designed in substantial conformance with the submitted site plan, elevation drawings, and other submittal materials and shall comply with all requirements of the

Napa County Code (the County Code). It is the responsibility of the permittee to communicate the requirements of these conditions and mitigations (if any) to all designers, contractors, employees, and the general public to ensure compliance is achieved. Any expansion of or change in use or alternative locations for fire suppression or other types of water tanks shall be approved in accordance with the County Code and may be subject to the permit modification process.

**2.0 STATUTORY AND CODE SECTION REFERENCES**

All references to statutes and code sections shall refer to their successor as those sections or statutes may be subsequently amended from time to time.

**3.0 MONITORING COSTS**

All Staff costs associated with monitoring compliance with these conditions, previous permit conditions, and project revisions shall be borne by the permittee and/or property owner. Costs associated with conditions of approval and mitigation measures that require monitoring, including investigation of complaints, other than those costs related to investigation of complaints of non-compliance that are determined to be unfounded, shall be charged to the property owner or permittee. Costs shall be as established by resolution of the Board of Supervisors in accordance with the hourly consulting rate established at the time of the monitoring and shall include maintenance of a \$500 deposit for construction compliance monitoring that shall be retained until issuance of a Final Certificate of Occupancy. Violations of conditions of approval or mitigation measures caused by the permittee's contractors, employees, and/or guests are the responsibility of the permittee.

The Zoning Administrator may implement an audit program if compliance deficiencies are noted. If evidence of a compliance deficiency is found to exist by the Zoning Administrator at some time in the future, the Zoning Administrator may institute the program at the permittee's expense (including requiring a deposit of funds in an amount determined by the Commission) as needed until compliance assurance is achieved. The Planning Commission may also use the data, if so warranted, to commence revocation proceedings in accordance with the County Code.

**PART II**

**4.0 OPERATIONAL CHARACTERISTICS OF THE PROJECT**

Permittee shall comply with the following during operation of the project:

- 4.1 GROUND WATER MANAGEMENT – WELLS **[RESERVED]**
- 4.2 AMPLIFIED MUSIC **[RESERVED]**
- 4.3 TRAFFIC **[RESERVED]**
- 4.4 PARKING **[RESERVED]**
- 4.5 BUILDING DIVISION – USE OR OCCUPANCY CHANGES **[RESERVED]**
- 4.6 FIRE DEPARTMENT – TEMPORARY STRUCTURES **[RESERVED]**

- 4.7 NAPA COUNTY MOSQUITO ABATEMENT PROGRAM **[RESERVED]**
- 4.8 GENERAL PROPERTY MAINTENANCE – LIGHTING, LANDSCAPING, PAINTING, OUTDOOR EQUIPMENT STORAGE, MECHANICAL EQUIPMENT, AND TRASH ENCLOSURE AREAS **[RESERVED]**
- 4.9 NO TEMPORARY SIGNS **[RESERVED]**
- 4.10 COMPLIANCE WITH OTHER DEPARTMENTS AND AGENCIES - OPERATIONAL CONDITIONS

The attached project conditions of approval include all of the following County Divisions, Departments and Agencies' requirements. Without limiting the force of those other requirements which may be applicable, the following are incorporated by reference as enumerated herein:

- a. Engineering Services Division operation conditions as stated in their Memorandum dated June 6, 2024.
- b. Fire Department operational conditions as stated in their Inter-Office Memo dated March 7, 2024.
- c. Environmental Health Division conditions as stated in their Inter-Office Memo dated March 1, 2024.
- d. Public Works Department as follows:
  - 1. The submitted plans for construction must include a surveyed location of the boundary and must certify that the structure is in compliance with the approved setback. All work to be performed by a licensed land surveyor authorized to practice in the State of California and in compliance with the provisions of the Professional Land Surveyors Act.
  - 2. The Napa GIS Biological Layer (Vegetation) Background states that the Landcover Category is Developed, the Sensitive Biotic Status: Part of a sensitive biotic community states no, and Sensitive Biotic Status category is Developed.

- 4.11 OPERATIONAL MITIGATION MEASURES **[RESERVED]**
- 4.12 OTHER CONDITIONS APPLICABLE TO THE OPERATIONAL ASPECTS OF THE PROJECT **[RESERVED]**
- 4.13 PREVIOUS CONDITIONS **[RESERVED]**

### **PART III**

#### **5.0 PREREQUISITE FOR ISSUANCE OF PERMITS**

5.1 PAYMENT OF FEES

No building, grading or sewage disposal permits shall be issued or other permits authorized until all accrued planning permit processing fees have been paid in full. This includes all fees associated with plan check and building inspections, associated development impact fees established by County Ordinance or Resolution, and the Napa County Affordable Housing Mitigation Fee in accordance with County Code.

**6.0 GRADING/DEMOLITION/ENVIRONMENTAL/BUILDING PERMIT/OTHER PERMIT PREREQUISITES [RESERVED]**

Permittee shall comply with the following with the submittal of a grading, demolition environmental, building and/or other applicable permit applications:

6.1 COMPLIANCE WITH OTHER DEPARTMENTS AND AGENCIES - PLAN REVIEW, CONSTRUCTION AND PREOCCUPANCY CONDITIONS [

The attached project conditions of approval include all of the following County Divisions, Departments and Agencies' requirements. Without limiting the force of those other requirements which may be applicable, the following are incorporated by reference as enumerated herein:

- a. Engineering Services Division operation conditions as stated in their Memorandum dated June 6, 2024.
- b. Fire Department operational conditions as stated in their Inter-Office Memo dated March 7, 2024.
- c. Environmental Health Division conditions as stated in their Inter-Office Memo dated March 1, 2024.
- d. Public Works Department as follows:
  1. The submitted plans for construction must include a surveyed location of the boundary and must certify that the structure is in compliance with the approved setback. All work to be performed by a licensed land surveyor authorized to practice in the State of California and in compliance with the provisions of the Professional Land Surveyors Act.
  2. The Napa GIS Biological Layer (Vegetation) Background states that the Landcover Category is Developed, the Sensitive Biotic Status: Part of a sensitive biotic community states no, and Sensitive Biotic Status category is Developed.

6.2 BUILDING DIVISION – GENERAL CONDITIONS **[RESERVED]**

6.3 LIGHTING – PLAN SUBMITTAL **[RESERVED]**

6.4 LANDSCAPING – PLAN SUBMITTAL **[RESERVED]**

6.5 COLORS **[RESERVED]**

6.6 OUTDOOR STORAGE/SCREENING/UTILITIES **[RESERVED]**

6.7 MECHANICAL EQUIPMENT **[RESERVED]**

6.8 TRASH ENCLOSURES **[RESERVED]**

6.9 ADDRESSING

All project site addresses shall be determined by the PBES Director, and be reviewed and approved by the United States Post Office. The PBES Director reserves the right to issue or re-issue an appropriate situs address at the time of issuance of any building permit to ensure proper identification and sequencing of numbers. For multi-tenant or multiple structure projects, this includes building permits for later building modifications or tenant improvements.

6.10 HISTORIC RESOURCES **[RESERVED]**

6.11 DEMOLITION ACTIVITIES **[RESERVED]**

6.12 VIEWSHED – EXECUTION OF USE RESTRICTION **[RESERVED]**

6.13 PERMIT PREREQUISITE MITIGATION MEASURES **[RESERVED]**

6.14 PARCEL CHANGE REQUIREMENTS **[RESERVED]**

6.15 FINAL MAPS **[RESERVED]**

6.16 OTHER CONDITIONS APPLICABLE TO THE PROJECT PERMITTING PROCESS **[RESERVED]**

**7.0 PROJECT CONSTRUCTION**

Permittee shall comply with the following during project construction:

7.1 SITE IMPROVEMENT

Please contact Engineering Services with any questions regarding the following:

a. GRADING & SPOILS

All grading and spoils generated by construction of the project facilities shall be managed per Engineering Services direction. Alternative locations for spoils are permitted, subject to review and approval by the PBES Director, when such alternative locations do not change the overall concept, and do not conflict with any environmental mitigation measures or conditions of approval.

b. DUST CONTROL

Water and/or dust palliatives shall be applied in sufficient quantities during grading and other ground disturbing activities on-site to minimize the amount of dust produced. Outdoor construction activities shall not occur when average wind speeds exceed 20 mph.

c. AIR QUALITY



During all construction activities the permittee shall comply with the most current version of BAAQMD Basic Construction Best Management Practices including but not limited to the following, as applicable:

1. Post a publicly visible sign with the telephone number and person to contact at the lead agency regarding dust complaints. The BAAQMD's phone number shall also be visible.
  2. Water all exposed surfaces (e.g., parking areas, staging areas, soil piles, grading areas, and unpaved access roads) two times per day.
  3. Cover all haul trucks transporting soil, sand, or other loose material off-site.
  4. Remove all visible mud or dirt tracked onto adjacent public roads by using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
  5. All vehicle speeds on unpaved roads shall be limited to 15 mph.
  6. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.
  7. Idling times shall be minimized either by shutting off equipment when not in use or reducing the maximum idling time to five (5) minutes (as required State Regulations). Clear signage shall be provided for construction workers at all access points.
  8. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator. Any portable engines greater than 50 horsepower or associated equipment operated within the BAAQMD's jurisdiction shall have either a California Air Resources Board (ARB) registration Portable Equipment Registration Program (PERP) or a BAAQMD permit. For general information regarding the certified visible emissions evaluator or the registration program, visit the ARB FAQ [http://www.arb.ca.gov/portable/perp/perpfaq\\_04-16-15.pdf](http://www.arb.ca.gov/portable/perp/perpfaq_04-16-15.pdf) or the PERP website <http://www.arb.ca.gov/portable/portable.htm>.
- d. **STORM WATER CONTROL**  
The permittee shall comply with all construction and post-construction storm water pollution prevention protocols as required by the County Engineering Services Division, and the State Regional Water Quality Control Board.

## 7.2 ARCHEOLOGICAL FINDING



In the event that archeological artifacts or human remains are discovered during construction, work shall cease in a 50-foot radius surrounding the area of discovery. The permittee shall contact the PBES Department for further guidance, which will likely include the requirement for the permittee to hire a qualified professional to analyze the artifacts encountered and to determine if additional measures are required.

If human remains are encountered during project development, all work in the vicinity must be halted, and the Napa County Coroner informed, so that the Coroner can determine if an investigation of the cause of death is required, and if the remains are of Native American origin. If the remains are of Native American origin, the permittee shall comply with the requirements of Public Resources Code Section 5097.98.

**7.3 CONSTRUCTION NOISE**

Construction noise shall be minimized to the greatest extent practical and feasible under State and local safety laws, consistent with construction noise levels permitted by the General Plan Community Character Element and the County Noise Ordinance. Construction equipment muffling and hours of operation shall be in compliance with the County Code. Equipment shall be shut down when not in use. Construction equipment shall be staged, loaded, and unloaded on the project site, if at all practicable. If project terrain or access road conditions require construction equipment to be staged, loaded, or unloaded off the project site (such as on a neighboring road or at the base of a hill), such activities only shall occur daily between the hours of 8:00 AM to 5:00 PM.

**7.4 CONSTRUCTION MITIGATION MEASURES [RESERVED]**

**7.5 OTHER CONSTRUCTION CONDITIONS APPLICABLE TO THE PROJECT PROPOSAL [RESERVED]**

**8.0 TEMPORARY CERTIFICATE OF OCCUPANCY – PREREQUISITES [RESERVED]**

**9.0 FINAL CERTIFICATE OF OCCUPANCY – PREREQUISITES**

Permittee shall comply with the following before a Final Certificate of Occupancy is granted by the County Building Official, which upon granting, authorizes all use permit activities to commence:

**9.1 FINAL OCCUPANCY**

All project improvements, including compliance with applicable codes, conditions, and requirements of all Departments and Agencies with jurisdiction over the project, shall be completed.

**9.2 SIGNS [RESERVED]**

**9.3 GATE/ENTRY STRUCTURES [RESERVED]**

**9.4 LANDSCAPING**

Landscaping shall be installed in accordance with the approved landscape plan.



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**Brian D Bordona**  
Director

## MEMORANDUM

|                            |   |
|----------------------------|---|
| To: Wendy Atkins, Planning | From: Raulton Haye, Engineering                                       |
| Date: June 6, 2024         | Re: P19-00294<br><b>Boyd Residential Variance</b><br>APN: 048-043-035 |

The Engineering Division has reviewed the use permit application P19-00294 for the variance at assessor's parcel number 048-043-035. Based upon the information provided in the application, Engineering finds the application **complete** and recommends the following conditions of approval:

### EXISTING CONDITIONS

1. The Existing Parcel is in a designated 100-year FEMA Flood Zone AE

### RECOMMENDED APPROVAL CONDITIONS:

### PREREQUISITES FOR ISSUANCE OF PERMITS

1. Any roadway, access driveway, and parking areas, proposed new or reconstructed shall meet the requirements as outlined in the latest edition of the Napa County Road & Street Standards for Residential development at the time of use permit approval. The property owner shall obtain a grading permit for all proposed roadway improvements.
2. All on site civil improvements including but not limited to the excavation, fill, general grading, drainage, curb, gutter, surface drainage, storm drainage, parking and drive isles, shall be constructed according to plans prepared by a registered civil engineer, which will be reviewed and approved by the Engineering Division of the Napa County Planning, Building, and Environmental Services Department (PBES) **prior to the commencement** of any on site land preparation or construction. Plans shall be wet signed and submitted with the building and/or grading permit documents at the time of permit application. A plan check fee will apply.
3. Grading and drainage improvements shall be constructed according to the current Napa County Road and Street Standards, Chapter 16.28 of the Napa County Code, and Appendix J of the California Building Code.

- 9.5 ROAD OR TRAFFIC IMPROVEMENT REQUIREMENTS **[RESERVED]**
- 9.6 DEMOLITION ACTIVITIES **[RESERVED]**
- 9.7 GRADING SPOILS  
All spoils piles shall be removed in accordance with the approved grading permit and/or building permit.
- 9.8 MITIGATION MEASURES APPLICABLE PRIOR TO ISSUANCE OF A FINAL CERTIFICATE OF OCCUPANCY **[RESERVED]**
- 9.9 OTHER CONDITIONS APPLICABLE PRIOR TO ISSUANCE OF A FINAL CERTIFICATE OF OCCUPANCY **[RESERVED]**



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**Brian D. Bordona**  
Director

**MEMORANDUM**

|                                   |   |
|-----------------------------------|---|
| To: Wendy Atkins, Project Planner | From: Kim Withrow, Environmental Health Supervisor <i>KW</i>  |
| Date: March 1, 2024               | Re: Boyd Variance<br>APN: 048-043-035<br>Project #: P19-00294 |

This Division has reviewed a revised application and supporting documentation requesting approval to construct a single-family dwelling within the setbacks as described and depicted in application materials. This Division has no comment regarding the variance request. Please include the following conditions of approval if the application is approved:

Prior to approval of building permit(s):

1. The development must be connected to Napa River Reclamation District for sewage disposal. Proof of connection or will serve will be required prior to approval of a building permit for the new dwelling.
2. The development must be connected to the Meyers Water Company for domestic water service. Proof of connection or will serve will be required prior to approval of a building permit for the new dwelling.

4. **Prior to issuance of a building permit** the owner shall submit the necessary documents for Erosion Control as determined by the area of disturbance of the proposed development in accordance with the Napa Countywide Stormwater Pollution Prevention program Erosion and Sediment Control Plan Guidance for Applicant and Review Staff dated December 2014.
5. **Prior to issuance of a building permit** the owner shall prepare a Single-Family Home/Small Development Project Stormwater Control Plan (SCP) in accordance with the latest edition of the BASMAA Post-Construction Manual for review and approval by the Engineering Division in PBES.
6. **Prior to issuance of a building permit**, an Operation and Maintenance Plan shall be submitted and tentatively approved by the Engineering Division in PBES. **Before final occupancy** the property owner must legally record the "Operation and Maintenance Agreement", approved by the Engineering Division in PBES.
7. No person shall deposit or remove any material, excavate, construct, install, alter or remove any structure within, upon or across a Special Flood Hazard Area, nor otherwise alter the hydraulic characteristics of a Special Flood Hazard Area **without first obtaining a floodplain permit** pursuant to Chapter 16.04 of the Napa County Code and in conformance with county Code and 44 CFR Section 60.3.

#### **PREREQUISITES DURING PROJECT CONSTRUCTION**

8. Required on-site pre-construction meeting with the Napa County PBES Engineering Division **prior to start of construction**.

#### **PREREQUISITES FOR TEMPORARY CERTIFICATE OF OCCUPANCY**

9. All roadway improvements shall be completed **prior to execution** of any new entitlements approved under this Use Permit. **\*\* If no temporary occupancy is requested, then this becomes a requirement prior to final occupancy.**
10. Completed Elevation certificate (FEMA Form 086-0-33) shall be submitted and approved by the Engineering Division **prior to execution** of any new entitlements.

#### **PREREQUISITES FOR FINAL CERTIFICATION OF OCCUPANCY**

11. Site shall be completely stabilized to the satisfaction of the County Engineer prior to Final Occupancy.

**Any changes in use may necessitate additional conditions for approval.**

If you have any questions regarding the above items, please contact Raulton Haye from Napa County Planning, Building, and Environmental Services Department, Engineering Division, at (707)253-4621 or by email at [Rauton.Haye@countyofnapa.org](mailto:Rauton.Haye@countyofnapa.org)



A Tradition of Stewardship  
A Commitment to Service

Napa County Fire Department  
Fire Marshal's Office

951 California Blvd  
Napa, CA 94559

Office: (707) 299-1464

Jason Downs  
Fire Marshal

## Napa County Fire Department Conditions of Approval

7. Driveways shall be a minimum of 10 feet in width with a 4-foot shoulder and 15-foot vertical clearance.
8. Gates for driveways and/or roadways shall comply with the California Fire Code, section 503.5 and the Napa County Road & Street Standards, and CA Fire Safe Regulations for projects within SRA.
9. An automatic fire sprinkler system shall be installed by provisions outlined in the California Fire Code as amended by the County of Napa and the applicable National Fire Protection Association Standard. Automatic fire sprinkler systems shall be designed by a fire protection engineer or C-16 licensed contractor.
10. If the property is not served by a municipal hydrant within ½ mile a Wet Draft Hydrant accessible from the street with a minimum of 2500 gallons of water for fire suppression will be required.
11. All buildings shall comply with California Fire Code, Chapter 10 Means of Egress requirements. Including but not limited to; exit signs, exit doors, exit hardware, and exit illumination.
12. Provide 100 feet of defensible space around all structures.
13. Provide 10 feet of defensible space for fire hazard reduction on both sides of all roadways of the facility.

Please note the conditions of approval noted above are based on the Fire Marshal review only. There may be additional comments or information requested from other County Departments or Divisions reviewing this application submittal package. Napa County Fire Marshal's Office Development Guidelines can be found @ [www.countyofnapa.org/firemarshal](http://www.countyofnapa.org/firemarshal). Should you have any further questions please contact me at (707) 299-1467 or email me at [jason.downs@countyofnapa.org](mailto:jason.downs@countyofnapa.org)



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Napa County Fire Department  
Fire Marshal's Office

951 California Blvd  
Napa, CA 94559

Office: (707) 299-1464

Jason Downs  
Fire Marshal

## Napa County Fire Department Conditions of Approval

|                 |                           |                 |                 |
|-----------------|---------------------------|-----------------|-----------------|
| <b>TO:</b>      | Planning Department       | <b>DATE:</b>    | 3/7/2024        |
| <b>FROM:</b>    | Jason Downs, Fire Marshal | <b>PERMIT #</b> | P19-00294       |
| <b>SUBJECT:</b> | Boyd Residential Variance | <b>APN:</b>     | 048-043-035-000 |

The Napa County Fire Marshal's Office has reviewed the submittal package for the above-proposed project. The Fire Marshal approves the project as submitted with the following conditions of approval:

1. All construction and use of the facility shall comply with all applicable standards, regulations, codes, and ordinances at the time of Building Permit issuance.
2. Beneficial occupancy will not be granted until all fire department fire and life safety items have been installed, tested, and finalized.
3. Where conditions listed in 2022 California Fire Code Section 105 are proposed, separate permits will be required before Building Permit issuance for:
  1. Automatic fire-extinguishing systems
  2. Private fire hydrants
  3. Solar photovoltaic power systems
4. All buildings, facilities, and developments shall be accessible to fire department apparatus by way of approved access roadways and/or driveways. The fire access road shall comply with the requirements of the Napa County Road & Street Standards
5. Access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced to provide all-weather driving capabilities. Provide an engineered analysis of the proposed roadway noting its ability to support apparatus weighing 75,000 lbs.
6. Provide fire department access roads to within 150 feet of any exterior portion of the buildings as measured by an approved route around the exterior of the building or facility.