



**Community Development Department – Planning Division  
1600 First Street + P.O. Box 660  
Napa, CA 94559-0660**

**(707) 257-9530**

**PLANNING COMMISSION STAFF REPORT  
March 21, 2024**

**AGENDA ITEM 7.A File No. PL23-0142 ELM HOUSE INN USE PERMIT & DESIGN REVIEW PERMIT**

**I. GENERAL INFORMATION**

**PROJECT SUMMARY:** Application for a Use Permit to create four hotel guest rooms at 2337 Second Street to be operated as part of the existing Elm House Inn at 800 California Boulevard and 2294 Third Street, for a total of 26 hotel guest rooms, with shared parking and reduced parking; and a Design Review Permit for associated exterior and site improvements, located at 2337 Second Street, 800 California Boulevard, and 2294 Third Street.

**LOCATION OF PROPERTIES:** 2337 Second St., 800 California Blvd., 2294 Third St.  
APN: 004-493-002, 004-493-001, 004-493-013

**GENERAL PLAN:** Hospitality Commercial

**ZONING:** Traditional Residential Infill (RT 4) & Tourist Commercial (CT)

**APPLICANT:** Elm House Inn, LLC Email: vikpatel@gmail.com  
800 California Boulevard  
Napa, CA 94559

**AUTHORIZED AGENT:** Scott Klingbeil (Agent) Phone: (707) 227-2362  
KG Planning Partners  
P.O. Box 6033  
Napa, CA 94559

**PROPERTY OWNER:** Vikas Patel (Owner) Phone: N/A  
Elm House Inn, LLC  
800 California Boulevard  
Napa, CA 94559

**STAFF PLANNER:** Angela Alvarez-Cendejas, Assistant Planner Phone: (707) 257-9530 ext. 9369

- ATTACHMENTS    ATCH 1 – Resolution  
                          ATCH 2 – Project Plans  
                          ATCH 3 – Project Description  
                          ATCH 4 – Historic Analysis  
                          ATCH 5 – Public Comment(s)

**II. RECOMMENDATION**

Staff recommends that the Planning Commission forward a recommendation to the City Council to adopt a resolution approving (i) a Use Permit to create four hotel guest rooms at 2337 Second Street to be operated as part of the existing Elm House Inn at 800 California Boulevard and 2294 Third Street, for a total of 26 hotel guest rooms, with shared parking and reduced parking, and (ii) a Design Review Permit for associated exterior and Site improvements, located at 2337 Second Street, 800 California Boulevard, and 2294 Third Street, and determining that the actions by the resolution are exempt from the California Environmental Quality Act (CEQA).

**III. EXECUTIVE SUMMARY**

The Applicant, Elm House Inn LLC, requested a Use Permit authorizing a four (4) guest room expansion of the existing Elm House Inn at 2337 Second Street, shared parking facilities, and modifications to the on-site parking requirements, and a Design Review Permit for exterior changes to the existing commercial structure at 2337 Second Street, as shown on **Figure 1, Location Map**. If approved, the total number of guest rooms would increase from 22 to 26.

**FIGURE 1  
 Location Map**



Although the primary hotel structure is located on the parcel along California Boulevard, the rooms would be added by converting the structure along Second Street, which was previously used as an office.

As shown in **Attachment 2, Project Plans**, work to the structure would include the replacement of the front and rear entry doors, a 50-square-foot addition, and a reconfiguration of the floor plan. The proposed modifications are further described below.

Pursuant to Napa Municipal Code (“NMC”) Section 17.62.050, an application for a Design Review Permit is required for all hotels or modifications to hotels. Design Review Permits for hotels specifically require review and approval by the City Council.

Pursuant to NMC Section 17.10.020, hotels are allowed in the CT, Tourist Commercial Zone, subject to the approval of a Use Permit, which must be reviewed by the City Council. In addition, a Use Permit is required pursuant to NMC Section 17.54.040 to modify the on-site parking requirement and pursuant to Section 17.54.080 to allow shared parking facilities. Although the request is adding to the room count of an existing hotel, it is a new application.

#### **IV. SITE CONTEXT AND HISTORY**

The 0.16-acre Site is located along the south side of Second Street, adjacent to the existing Elm House Inn. Surrounding uses include lodging, single-family homes, commercial offices, and cannabis dispensaries. The Elm House Inn is near the First Street and California Boulevard roundabouts. As a result of recent traffic infrastructure projects, portions of the Site have been dedicated as City right-of-way.

The existing approximately 1,206-square-foot building was originally a residential unit until it was converted to commercial office space in 1979 (Use Permit 903, approved by the Planning Commission on February 7, 1979). The building is on the City’s 2016 Historic Resources Inventory and is designated as a Listed Resource with contributing status to the West Napa potential district. However, the proposed changes to the structure described below would not require a Certificate of Appropriateness, pursuant to NMC Section 15.52.070, since the exterior work proposed would consist of “ordinary maintenance and repair” which requires a staff level Historic Clearance at the time of building permit submittal.

The City Council originally approved the Elm House Inn in March of 1985. There have been expansions of the Elm House Inn since the original approval, which are further described below:

- **March 12, 1985:** City Council approved a rezoning of the subject property from the R-5 to C-L district (CC Ordinance No. 2951), and a Use Permit and Final Architectural Review (CC Resolution No. 85-79), authorizing a 2-story, 18-unit motel building to be located on Ornduff Street (present-day 800 California Blvd.).
- **May 19, 1987:** Correspondence from Robert Orr, the project contractor, stated that one (1) of the eighteen (18) approved guest rooms has been designated as common space, resulting in a total of seventeen (17) guest rooms.

- **January 18, 2000:** City Council approved a rezoning of the subject property from RM-12 to CV (CC Ordinance No. O-2001), a General Plan Amendment (CC Resolution No. R2000-12) redesignating the property from TRI-144, Traditional Residential to MU-487, Mixed Use, and a Use Permit and Final Architectural Review (CC Resolution No. R2000-13), authorizing a five (5) room expansion for the Elm House Inn within an existing building, 'The Annex', at 2294 Third Street, resulting in a total of twenty-two (22) guest rooms.

Currently, the Elm House Inn operation consists of two (2) buildings, including the primary Elm House Inn building at 800 California Boulevard, and The Annex building at 2294 Third Street. The primary building at 800 California Boulevard has seventeen (17) guest rooms, and The Annex building at 2294 Third Street has five (5) guest rooms and one (1) dwelling unit, which is the manager's quarters, for a total of twenty-two (22) guest rooms.

## V. PROJECT DESCRIPTION

The Applicant proposes exterior modifications to the existing commercial office building at 2337 Second Street in conjunction with a request to convert the structure into four (4) guest rooms, which would operate as guest rooms for the Elm House Inn. Site improvements, such as parking lot reconfiguration and shared parking facilities, were also requested. The following section provides a detailed summary of key project components identified from **Attachment 2, Project Plans, and Attachment 3, Project Description**.

### A. Hotel Expansion

The Applicant has proposed a conversion of the existing commercial office building at 2337 Second Street to four (4) guest rooms. The four (4) proposed guest rooms would be located on a separate parcel from the Elm House Inn but would be operated jointly as a single hotel, resulting in a total of twenty-six (26) guest rooms. No modifications or expansions to the number of rooms in the primary Elm House Inn or The Annex building properties are being requested. The ten (10) employees currently working at the Elm House Inn would remain.

### B. Site Modifications

An existing shed structure at the southwest area of the Project Site, and behind the primary Elm House Inn structure, would be demolished. According to the Historic Assessment provided by the Applicant, and included as **Attachment 4**, the demolition of the accessory structure would not negatively impact the historic integrity of the primary structure at 2337 Second Street. The historic analysis indicated that the accessory structure was constructed later than the primary home and was not found to be historic.

The Applicant would install a concrete walkway leading from the proposed wheelchair lift, deck, and stairs to create an accessible pathway leading to the north parking lot and the adjoining Elm House Inn properties. The existing fence at the south of the Site would be removed to provide access between the subject parcel and the common areas for the Elm House Inn.

### C. Parking

Pursuant to NMC Section 17.54.040, the parking requirement for hotels and motels outside of the Downtown area is 1 space per sleeping room, plus 1 space per manager, plus 1 space for every two (2) employees. Based on this parking requirement, the Project would be required to provide 32 vehicle spaces. However, the existing on-site parking is considered non-conforming as it does not provide sufficient parking.

Pursuant to NMC Section 17.54.180, the enlargement of any existing structure or use that would increase the number of parking spaces by more than ten percent (10%) shall require improvements to the parking layout, loading, and circulation. **Table 1, Parking Calculations**, describes the existing and proposed parking requirements for the overall site based on NMC Section 17.54.040. As shown, the overall site is under-parked by approximately 9 vehicle spaces, and if the expansion is approved, the Project would be under-parked by 10 vehicle spaces.

**TABLE 1**  
**Parking Calculations**

	Rooms	Employees	Manager(s)	Required Spaces	Spaces Provided	# of Spaces Under-parked
Existing	22	10	1	28	19	-9
Proposed	26	10	1	32	22	-10

Two parking lots serve the Elm House Inn, including the south parking lot accessed from Third Street and the north parking lot accessed from California Boulevard. The proposed re-striping would be limited to the north parking lot. No changes would be made to the south parking lot.

The existing north parking lot contains six (6) standard parking spaces. The existing driveway serving 2337 Second Street would be demolished, and the curb cut would be removed. This former driveway area would be used for additional parking spaces to serve the north parking lot and the overall Elm House Inn. The re-striping of the north parking lot would result in four (4) standard parking spaces, four (4) compact spaces, and one (1) accessible space for a total of nine (9) parking spaces, as shown in **Attachment 2, Project Plans**.

If approved, the Project would result in a total of twenty-two (22) on-site parking spaces, or an increase of three (3) total spaces. As proposed, the Site would be ten (10) spaces below the typical required parking per the NMC.

However, pursuant to NMC Section 17.54.040, the parking standards may be modified with a Use Permit to provide adequate and well-designed parking. Additionally, NMC Section 17.54.080 requires a Use Permit to establish shared parking facilities. The Applicant has thereby requested a Use Permit to modify the parking standards to allow for the deficit in parking of approximately 10 spaces for the overall site and to allow for shared parking so that the south and north parking lots collectively serve the use. It is worth noting that while the request would result in fewer parking spaces, the nature of travel to and from hotels has changed with the utilization of rideshare companies such as Uber and Lyft, as well as reliance on private transportation.

#### **D. Structure Modifications**

Proposed modifications to the structure at 2337 Second Street include the replacement of the front and rear entry doors, a 50-square-foot addition, and a reconfiguration of the floor plan to convert existing office space to the four (4) guest rooms being requested. Character-defining historic features such as the wooden windows and wood siding would remain and be repaired as needed. The primary and rear entrance doors would be removed and replaced with more historically appropriate wooden doors. All the existing awnings above the windows would remain, although the fabric would be replaced. The proposed changes to the historic structure are considered Minor Alterations as defined in NMC Section 15.52.020 and would be processed with a Historic Clearance at the Staff level.

A wheelchair lift would be constructed at the southwest corner of the structure for Americans with Disabilities Act (ADA) access. The wheelchair lift would provide direct access to the proposed accessible guest suite, which is one (1) of four (4) proposed guest rooms. The lift and associated mechanical equipment would be screened from public view by a portion of the existing fence, which would be relocated further back towards the south area of the Site to accommodate the proposed parking spaces in the north parking lot.

The existing deck at the rear of the building would be demolished and replaced with a new wooden deck and stairs. The entrance to the stairs would be relocated from the rear of the building entrance to the west area of the property to connect with the proposed concrete walkway, providing access to the Elm House Inn's common areas and the north parking lot.

A 50-square-foot addition would be constructed along the southeast corner wall of the existing building to accommodate an en-suite restroom in one (1) of the four (4) proposed guest rooms. The roofline for the small addition at the rear of the structure would be an extension of the existing roofline, and the siding for the addition would match the existing siding pattern. The building addition would be subservient to the overall structure and would not disproportionately change the mass or appearance of the structure. The new addition would align with the existing walls and would maintain the existing setbacks to adjacent residential properties. The building façade's appearance will largely remain the same, except for the proposed door replacement. The minimal changes to the building's appearance and location on the property would help maintain the existing pattern of residential development on Second Street while allowing the structure to be repurposed.

## VI. ANALYSIS

### A. General Plan

The property at 2337 Second Street is designated as Hospitality Commercial by the Napa 2040 General Plan, which provides for commercial retail and service uses oriented towards tourists and other visitors to the community, including lodging, restaurants, and other services.

As proposed, the Project would be consistent with the following goals and policies identified in the Napa 2040 General Plan:

- **Goal LUCD-4:** Promote flexibility in parking and other development requirements, especially in areas targeted for higher-density, mixed-use, and pedestrian-oriented development, such as in Downtown and along corridors.
- **Policy ED 6-1:** Continue to support tourism and the development of visitor-serving components to the City's economy as a valuable source of jobs, tax revenues, and cultural amenities.
- **Goal HCR-6:** Encourage retention of historic structures in their original use or conversion back to their original use where feasible and support sensitive, adaptive reuse.
- **Goal HCR-1:** Preserve and enhance Napa's historic resources. Encourage rehabilitation, adaptive reuse, and sensitive, context-compatible infill design.

### B. Zoning

The property at 2337 Second Street is within the RT-4, Traditional Residential Infill Zoning District, which provides low-density detached and attached single family homes, group residential, live/work, and other compatible uses such as day care. The RT-4 zone district is inconsistent with the Hospitality Commercial land use designation as described below.

Pursuant to the Interim Zoning Ordinance (O2023-04), in cases where the existing zoning district is inconsistent with the General Plan designation, the Community Development Director shall preliminarily determine the "Best Fit" Zoning District. On January 4, 2024, the Community Development Director made a preliminary determination that the "Best Fit" zoning district for the subject property at 2337 Second Street is CT, Tourist Commercial. Given that no appeals were received by the Applicant in response to the "Best Fit" Zoning Determination, the Permit application was processed under the regulations for CT, Tourist Commercial.

Under the Interim Zoning Ordinance, the City Council, as the decision-maker, makes the final determination regarding whether the CT, Tourist Commercial District is the “Best Fit” Zoning District and must make the following findings: (i) The Project will further the goals, objectives and policies of the General Plan and not obstruct their attainment; and (ii) The Project substantially conforms to the Zoning Ordinance requirements of the “Best Fit” Zoning District ( which in this case, is CT, Tourist Commercial).

Per NMC Section 17.10.020, hotels and motels are allowed in the CT, Tourist Commercial zone subject to the City Council’s approval of a Use Permit.

### **C. Use Permit**

Pursuant to NMC Section 17.10.020, the CT Zone District allows for hotels and motels subject to a Use Permit approved by the City Council. To approve a Use Permit, the City Council is required to make the findings identified in NMC 17.60.070. Those findings are provided in the “Findings” section, along with the Staff’s analysis of each finding.

### **D. Design Review Permit**

Pursuant to NMC Section 17.62.050, an application for a Design Review permit is required for all hotels. To approve a Design Review Permit, the City Council is required to make the findings prescribed in NMC Section 17.62.080. Those findings are provided in the “Findings” section, along with the Staff’s analysis of each finding.

## **VII. ENVIRONMENTAL REVIEW**

Staff recommends that the Planning Commission recommend that the City Council determine that the Project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15301 (Categorical Exemptions; Class 1), which exempts minor alterations to existing private structures and Section 15303 (Categorical Exemptions; Class 3), which exempts construction and conversion of existing small structures from one use to another.

The exceptions to categorical exemptions identified in Section 15300.2 of the CEQA Guidelines are inapplicable because the Site is in an urbanized area with no environmentally sensitive habitats or species of concern on the property, there has been no successive effort to intensify land uses in the area, no unusual circumstances exist that would pose a reasonable possibility of having a significant effect on the environment, and the Project as conditioned does not create a substantial adverse change to the historic resource involved. Based on this analysis, no significant environmental effects would result from the Project, and the use of categorical exemptions is appropriate.

## **VIII. REQUIRED FINDINGS**

Approval of the Use Permit and Design Review Permit for the Project is subject to the required findings established in NMC Sections 17.60.070, 17.62.080, and Section 4(I) of O2023-04, the Interim Zoning Ordinance. These findings and criteria are provided in the Draft Resolution attached to this Staff Report (see **Attachment 1**), as well as below.

## A. Design Review

The City Council's approval of this Project is subject to the required findings in NMC Section 17.62.080 relating to Design Review Permits. These findings are provided below and relate to the Project's consistency with the General Plan, Zoning Ordinance, and applicable Guidelines.

Staff determined that the proposed Project would comply with these findings, subject to the conditions of approval provided in **Attachment 1**.

**1. The Project design is in accord with the General Plan and any applicable specific plan design policies.**

*The proposed design is consistent with the Hospitality Commercial General Plan Designation of the Napa 2040 General Plan, which provides for the development of visitor-serving uses such as hotels. The Hospitality Commercial Designation allows for a maximum FAR of 1.5, and this Project provides a FAR of approximately 0.18, which is under the maximum FAR. There are no specific plan design policies applicable to this Project.*

**2. The Project design is consistent with applicable design review guidelines adopted by the City Council.**

*The City Council has not adopted any design review guidelines that would pertain to the Project.*

**3. The Design Review Permit is in accord with the provisions of Title 17 of the NMC and will not be detrimental or injurious to property or improvements in the vicinity of the development site, or to the public health, safety, or general welfare.**

*The Design Review Permit is consistent with NMC Title 17 (Zoning Ordinance). The proposed design and layout have been designed consistent with the property development standards within NMC Section 17.10.030, except where the Applicant has requested a Use Permit to authorize shared parking facilities and reduced parking, which is allowed under NMC Section 17.54.040. Given the constrained site and its built environment, the Applicant has increased the overall parking in the most efficient manner so that it meets the intent of the parking requirements and provides the greatest amount of parking given the site constraints. As conditioned, the proposed Project would not result in any significant impacts. The hotel and its tourist-oriented uses have been appropriately conditioned to minimize any potential impacts to the surrounding neighborhood and, therefore, would not result in adverse impacts to adjacent properties or to the general health, safety, and welfare of the community.*

## B. Use Permit

The City Council's approval of this Project is subject to the required findings in NMC Section 17.60.070 relating to Use Permits. These findings are provided below and relate to the Project's consistency with the General Plan, Zoning Ordinance, and applicable Guidelines.

Staff determined that the proposed Project would comply with these findings, subject to the conditions of approval provided in **Attachment 1**.

### 1. The proposed use is in accord with the General Plan, applicable specific plans, the objectives of the zoning ordinance, and the purposes of the district and overlay district in which the site is located.

*The Project would align with the Hospitality Commercial land use designation of the Napa 2040 General Plan and the Tourist Commercial (CT) Zoning District. Both the General Plan designation and Zoning District provide for the development of visitor-serving uses, such as hotels. The Project, including the requested modifications to the parking requirements, would be consistent with the goals and policies outlined in the Napa 2040 General Plan. In addition, although the site is historic, the exterior modifications, as proposed, would only require a staff level Historic Clearance at the time of building permit submittal, and therefore, would not interfere with the integrity of the historic status.*

*More specifically, Goal LUCD-4 promotes flexibility in parking and other development requirements, especially in areas targeted for higher-density, mixed-use, and pedestrian-oriented development, such as in Downtown and along corridors. The Project would provide improvements to the existing circulation of the Site, creating additional on-site parking in conjunction with the request for additional guest rooms. The Site's proximity to California Boulevard, a City Corridor, has resulted in portions of the property being dedicated as City right-of-way to be developed for traffic infrastructure improvements.*

*Policy ED 6-1 seeks to continue to support tourism and the development of visitor-serving components to the City's economy as a valuable source of jobs, tax revenues, and cultural amenities. The Project would provide additional guest rooms that would be operated under the Elm House Inn, furthering the expansion and operations of an existing hotel.*

*Goal HCR-6 seeks to encourage the retention of historic structures in their original use where feasible and support sensitive, adaptive reuse. The proposal would allow the Applicant to preserve a vacant historic structure that is on the City's Historic Resources Inventory by allowing them to convert underutilized office space to guest rooms. The structure was converted to office space following the approval of a Use Permit. Therefore, the conversion of the structure to four (4) guest rooms would not remove or alter an existing residential unit from the City's housing stock.*

*Goal HCR-1 seeks to preserve and enhance Napa's historic resources, and to encourage adaptive reuse and context-compatible infill design. The small addition to the rear of the structure would be aligned with the existing walls, thereby maintaining the existing distance to adjacent residential properties, and blending in with the pattern of residential development on Second Street. Changes to the exterior of the structure would be sensitive to its historic features and would not significantly impact the historic integrity of the structure.*

- 2. The proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity or to the general welfare of the city.**

*The Project application has been circulated to relevant departments and agencies, and their comments and special conditions have been incorporated to ensure the Project will not pose a nuisance to the community. As conditioned, the Project will not cause negative impacts to the neighborhood nor result in impacts that would be detrimental to public health, safety, or welfare.*

- 3. The proposed use complies with each of the applicable provisions of the zoning ordinance.**

*Hotels, requests to modify the parking standards for a specific use, and the request to create shared parking facilities may be established by a Use Permit in the Tourist Commercial (CT) Zoning District. With City Council approval of a Use Permit as conditioned, the proposed use will be in compliance with the provisions of Chapters 17.10, 17.54, and 17.60 of the Zoning Ordinance.*

- 4. The proposed use complies with any other applicable findings required under other chapters of this title for this specific use.**

*There are no other applicable findings under other chapters of this title for the proposed use.*

### **C. Interim Zoning Ordinance (O2023-04)**

Pursuant to O2023-04, The City Council's approval of this Project is subject to the required findings established in Section 4(I) of O2023-04 relating to Permit Applications. These findings are provided below and relate to the Project's consistency with the General Plan and Zoning Ordinance. Staff determined that the proposed Project would comply with these findings, subject to the conditions of approval provided in **Attachment 1**.

- 1. The Project will further the goals, objectives, and policies of the General Plan and not obstruct their attainment.**

*The Hospitality Commercial land use designation of the Napa 2040 General provides for the development of visitor-serving uses, such as hotels. The proposed Project seeks to further advance the intent of this designation by adding four (4) additional rooms to an existing visitor serving use. As conditioned, the Project will further the goals, objectives, and policies of the General Plan and not obstruct their attainment.*

**2. The Project substantially conforms to the Zoning Ordinance requirements of the applicable Zoning District determined in accordance with this section 4.I of this Ordinance.**

*According to the Zoning Code Consistency Table, provided as Exhibit B of the Interim Zoning Ordinance, the CT, Tourist Commercial District, is the only corresponding zoning district to the Hospitality Commercial General Plan designation. If approved, the use would be consistent with the CT Zone District in that it provides an expansion to an existing visitor-serving use. Further, the use would occur in an existing structure that would meet or exceed applicable zone district standards, such as setback, height, floor area ratio, etc. The Project substantially conforms to the Zoning Ordinance requirements of the applicable Zoning District determined in accordance with section 4.I of this Ordinance.*

**IX. PUBLIC NOTICE**

Notice that this application was received was provided by the City on January 5, 2024, and notice of the scheduled public hearing was provided on March 8, 2024, by the US Postal Service to all property owners within a 500-foot radius of the subject property. Notice of the public hearing was also published in the Napa Valley Register on March 9, 2024, and provided to people previously requesting notice on the matter while notice was provided to the newspaper for publication.

**X. PUBLIC COMMENT**

As of the publication of this Report, one (1) item of public comment has been received and has been included as **Attachment 5, Public Comment(s)**.

**Angela Alvarez-Cendejas**

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**From:** Hope Goldie [REDACTED]  
**Sent:** Tuesday, January 16, 2024 4:10 PM  
**To:** Angela Alvarez-Cendejas  
**Subject:** Re: Questions about PL23-0142 (2337 2nd Street) = would like designated parking to be required

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** Unverified Contact

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[EXTERNAL]

Thank you!!!

Very helpful

Cheers

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**From:** Angela Alvarez-Cendejas <acendejas@cityofnapa.org>  
**Sent:** Thursday, January 11, 2024 4:53 PM  
**To:** Hope Goldie [REDACTED]  
**Subject:** RE: Questions about PL23-0142 (2337 2nd Street) = would like designated parking to be required

Good afternoon, Hope,

Thank you for reaching out with questions regarding this project! The applicant is proposing to convert the existing building at 2337 Second Street from office space to four guest rooms. They plan on locating the parking on the adjacent parcel at 800 California Blvd., and plan on adding four parking spaces—one per proposed room. I have attached their proposed site plan, which shows these proposed parking spaces and site modifications.

Although the property is zoned as residential, the Napa 2040 General Plan (which was adopted in October 2022) re-designated the property to be Hospitality Commercial. In response to the new General Plan, the City of Napa adopted the Interim Zoning Ordinance, allowing City staff to make a formal decision to process projects under standards set in the Tourist Commercial (CT) zone rather than residential due to the new general plan designation. I have attached a memo that details this decision by staff.

Regarding waste management on-site, our Materials Diversion Division of the Public Works Department will be reviewing the project and providing their comments regarding waste management services for this property. We have not received their comments quite yet.

This project will be going to the Planning Commission, so there will be an opportunity to share your concerns with the Commissioners at that time. It is tentatively scheduled for March 21<sup>st</sup>, 2024, but that is subject to change. We will send notifications advertising the public hearings for this project in advance of the meeting.

# ATTACHMENT 5: PLANNING COMMISSION REPORT & PUBLIC COMMENTS

In the meantime, we will share this comment with the applicant, and you are free to e-mail staff regarding your concerns or comments. You may also contact the project applicant to share your concerns using the contact information provided on the project notice.

Please let me know if you have any questions and have a lovely rest of your day!

Best,

*Angela Alvarez-Cendejas*

**Assistant Planner**

Planning Division

Community Development Department, City of Napa

1600 First Street, Napa, CA 94559

**Direct:** 707-257-9639 | **Main:** 707-257-9530

E: [acendejas@cityofnapa.org](mailto:acendejas@cityofnapa.org)



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**From:** Hope Goldie [REDACTED]  
**Sent:** Thursday, January 11, 2024 9:52 AM  
**To:** Angela Alvarez-Cendejas <[acendejas@cityofnapa.org](mailto:acendejas@cityofnapa.org)>  
**Subject:** Questions about PL23-0142 (2337 2nd Street) = would like designated parking to be required

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[EXTERNAL]

Hi Angela,

I live across the street from the proposed project (at 2334 2<sup>nd</sup> Street).

I am concerned about parking for the proposed expansion of hotel - where is the intended location? On the street? It is already very congested.

I object if that is the plan.

Is there a way to note the objection or push for designated parking to be required?

Also - garbage. There are about 8 garbage cans in front of the property several days a week. Will that increase? I think the traffic circle project limited the space for a dumpster for the hotel - but is not great to look at now.

Would dislike if became more (with more guests).

Is there a way to require a non-visible dumpster?

Generally - with the exception of #2337, is a residential neighborhood (young families). I understand that hospitality is permitted = but would like the City to be protective of the residents.

# ATTACHMENT 5: PLANNING COMMISSION REPORT & PUBLIC COMMENTS

Already dislike the urbanization of the area from the traffic circles and extra lighting. Would love to limit expansion and keep as residential as possible.

Thanks!

Hope Goldie



**Angela Alvarez-Cendejas**

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**From:** Amanda Fong Morris [REDACTED]  
**Sent:** Monday, March 4, 2024 2:34 PM  
**To:** Angela Alvarez-Cendejas  
**Cc:** Planning Department  
**Subject:** #PL23-0142/Elm House Inn/2337 2nd Street, Napa CA 94559

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[EXTERNAL]

Hi Angela and the Planning Department,

Thank you so much for returning my phone call on 2/22 regarding the construction plans for the neighboring property (2337 2nd Street) to mine (2333 2nd Street). As I mentioned in the call, I just wanted clarification on the plans per the project/permit for the Elm House Inn.

Per my notes I recall these points in our discussion:

- 2337 2nd Street will be converted to 4 guest rooms for Elm House Inn. The building was previously zoned for residential, then office usage, and now for hotel usage.
- The back fence separating the hot tub/spa area of Elm House Inn from the backyard of 2337 2nd Street will be removed, opening up the Elm House Inn properties.
- Currently the use of the spa area is not permitted past 9 PM per the permit.
  - We've noted several occasions when guest usage is past 9 pm. What are our options if the activity is extremely disruptive?
- Currently no plans to address the shared fence are included in this project.
- Currently no plans for construction around a common seating area for the yard of 2337 2nd Street are in the project plan.

As a follow-up, I just wanted to understand if plans do change, will I receive notification of any changes prior to the work starting? We heard some construction sounds from inside 2337 2nd Street before we received the initial project notice in the mail, so we wanted to understand how the timing of work/notification to impacted parties should operate. What type of changes warrant a notification?

Also I have some follow-up project-specific questions:

- When the back fence of 2337 2nd Street is removed, the existing pool/spa space and the yard opens up to guest usage.
  - Are there known plans for how the space will be used by guests?
  - Will the usage be limited by hour of operation by permit or just around operating hours set by the hotel? Will the same spa hours apply to the yard usage?
  - What does the zoning permit currently allow? Are there regulations around usage for the space?
  - Will be we notified in advance of any changes or activities or even just a courtesy message?

## ATTACHMENT 5: PLANNING COMMISSION REPORT & PUBLIC COMMENTS

- In the past, the tree in the backyard of 2337 2nd Street was being trimmed and excess debris, including a very large branch, fell in our yard--that could have caused injury. No one notified us in advance, and we would have really appreciated it. Our residential neighbors give us advance notice when they clean gutters/perform activities that could impact us and we'd appreciate a similar heads up if possible so we can plan accordingly.
- What is the planned or target completion date for construction for 2337 2nd Street?
- What is the planned or target date for the fence being removed?
- Are there permitted days/ operating hours for construction?

Lastly, I had questions regarding permitted rules around fences in case we wanted to update fencing on our home--including the shared fence with 2337 2nd Street.

- What is the maximum height for a fence? Can we augment it with hedges or plants to raise the height while staying within regulation? I've seen some houses in the neighborhood that do this with hedges.

Thanks,  
Mandy Morris