

June 27, 2023

Via Email: rdilley@cityofnapa.org

Ryder Dilley  
Associate Planner  
City of Napa  
1600 First Street  
Napa, CA 94559

Subject: PL22-0137 First & Oxbow Hotel – OPERATIONS MEMO

Dear Ryder:

Along with our attached exhibit, the following will serve as our proposed operational memo for the hotel once open. The attachment refers to Building 1 and Building 2. Building 1 is at the SW corner of Soscol and First Street and Building 2 fronts First Street and has garage access on Water Street.

#### VALET

All valet drop-off and pick up is at Building 2. Upon guest arrival at the hotel and drop off of the vehicle in the designated passenger unloading area in front of Building 2, which will have the prominent hotel valet signage, the valet will proceed east on First Street to McKinstry, turn right on McKinstry and then right on Water Street to access the parking garage.

Our hotel is valet only and we will have no self-parking. Based on current operations we believe that both hotel buildings of 123 keys can be parked in Building 2, with overflow to go to Building 1, along with staff parking.

When guests depart, the valet will stage cars at the back of Building 2 at the garage opening on Water Street. Guest can access vehicles through the hotel building via elevator or stairway or walk on the public path that connects First Street and Water Street due west of Building 2.

For the overflow cars that are parked in Building 1, the valet path of travel will be to continue east on First Street, take a right on Silverado Canyon, right on Third Street, right on Soscol, right on First Street and right into the garage of Building 1.

Our parking contemplates tandem mechanical car stackers. During the majority of weekday operations, the cars will only be surface parked. On busy weekends and holidays, the cars will be single stacked. In the event of a power outage in our area, all stacked vehicles can be retrieved manually.

**DELIVERIES**

Deliveries will be scheduled in Building 2 on Water Street just inside the garage entrance. Any product or inventory that needs to be moved to Building 1 will be done in a street legal vehicle from garage to garage. See example of our vehicle, Hauler Pro by Cushman.

**LAUNDRY**

Our onsite laundry will be in Building 2. Clean laundry for Building 1 and Building 2 will be delivered via elevator to each floor. Laundry chutes will be utilized in each building for soiled linens. We will use our street legal porter vehicle to move laundry back and forth between the garage floor staging areas.

**LUGGAGE**

At our reception area in Building 2 on First Street, we will be able to accept and hold all luggage for the properties. If a guest wishes to check in at Building 2 and then go to their room in Building 1, they can take their luggage on the First Street sidewalk. If they would like to have bags delivered to Building 1, we can have our porter deliver luggage in a non-motorized luggage cart utilizing the sidewalk.

**FOOD SERVICES**

The main kitchen and back of house operations will be in Building 2. We have our main lobby, bar and breakfast area in Building 2. Building 1 will have an auxiliary small kitchen and bar. All food services deliveries will be in the garage area of each building. We do not contemplate food service traveling between buildings.

**TRASH**

All commercial trash pick-ups will be behind Building 2 in the trash enclosure on Water Street per our exhibit. Any trash from Building 1 will be taken by our porter to the Building 2 trash enclosure via our street legal vehicle. The porter will proceed out of the garage of Building 1, right on First Street to McKinstry, turn right on McKinstry and then right on Water Street to access the trash enclosure.

Respectfully,



David S. Wood  
Manager  
Stratus Development Partners, LLC  
949-294-6990