

## INDEX TO SUBMITTAL REQUIREMENTS

## Application

Page #	Item #	Submittal Item	Submittal document
1	1	Application Form	See PDF, attached
1	2.	Fee	Via check
1	3	Written Project Description	Doc below, pp. 1 – 5
1	4	Grant Deed	See PDF, attached
1	5	Ten year Improvement Plan	Spreadsheet PDF, attached
1	6	Preliminary Title Report	See PDF, attached
2	7	Mailing labels	Not included
2	8	Site Plan, A-E	Exhibits, URL's, pp 6 -8
2	9	Other Data	Doc below, pp. 3 – 5
2	9	Mills Act Estimate	See PDF, attached
2	9	Rooms & sqft	Spreadsheet PDF, attached
5	Exhibit C	Ten Year Rehab Plan	Spreadsheet PDF, attached

## A. REHABILITATION

*Shall describe the request and support for the Mills Act contract.*

The Rehabilitation of the Thomas Earl House began with the purchase of the property in March 2017; securing entitlements in June 2020 for use as a Residential Leadership Retreat; and planning completion and occupancy in 4Q2021.

the house was severely damaged in the 2014 earthquake. It had been on the market for three years because it was financially irrational to preserve it as a single family residence. After extensive research, expert advisers and we concluded that the only financially feasible way to save the historic resource is as a Rehabilitation with Adaptive Reuse. A potentially viable model emerged – to create a residential leadership retreat – unique in Napa County and even in the larger Bay Area.

The project is extensively described in the documentation prepared for the Planning Division during the entitlement process (2018-2020). The resulting Rehabilitation proposal received unanimous approvals by the Cultural Heritage Commission, Planning Commission and by the City Council in June 2020. First permits were pulled in August, and the project is now in the construction phase. The Rehabilitation between 2017-2019 required \$1,353,000 for the purchase, architectural and engineering fees, Napa Planning Division and Building Department fees, emergency construction of shoring, bracing, cribbing, concrete rubble removal and site clearance. The principal construction is from August 2020 through October 2021, inside the Mills Act 1<sup>st</sup> year contract. The estimated total budget through completion in 4Q2021 is \$4,900,000.

Thereafter and for the duration of the Mills Act Contract, the Thomas Earl House will be maintained at standards appropriate for a residential retreat (i.e. 4-star B&B). This demands a high-bar of operational excellence. Hence, there is an extensive budget for additional capital improvements, continuous (daily, weekly, monthly, quarterly) repair and maintenance, and

ongoing operational expense. To maintain high standards and preserve the historic resource, the budgeted capex hard cost, soft cost, and repair & maintenance budget for the following 9 years, 2021-2029 is approximately \$1,478,000 - an average of \$185,000 per year. *See attached spreadsheet.*

## **1. FINANCIAL VIABILITY: ADAPTIVE REUSE AS A RESIDENTIAL LEADERSHIP RETREAT**

The rationale for the Thomas Earl House Rehabilitation is premised on the assumption that the historic resource cannot be financially viable as a stand-alone single family residence. There is no private residence in the City of Napa that approaches that price point.

It can and hopefully will remain financially viable and self-sustaining by fulfilling its intended use as a Residential Leadership Retreat. This assumption and is part of the recommendation and entitlement record at Planning Division, CHC, PC and City Council.

The Rehabilitation is economically challenged by several factors. The entitlement costs and timeline (2017-2020) were challenging, driven by the fact that Thomas Earl House is an historic building on the National Register and was badly deteriorated and severely damaged by the Napa 2014 earthquake. The possibility of entering into a Mills Act contract was a pivotal factor in deciding to proceed with the Rehabilitation – a decision taken during the contingency period when we could have still abandoned the project. Since then, the project is further challenged by two historic fires in Napa and Sonoma Counties that have driven up construction cost by an estimated 30-40%, well outside the original budget.

## **2. PROJECT DESCRIPTION DETAIL**

To provide transparency and clarity in the Mills Act application, Table 1 shows the rooms and their square footages; and also summarizing the number and types of rooms to rehabilitate as a Single Family Residence, compared to rehabilitation as a financially viable Residential Leadership Retreat. Financial viability requires adding the North Building and South Cottage, which include 6 suites, a fitness room and one meeting room.

TABLE 1: ROOMS &amp; SQFT

	TOTAL	NOT VIABLE	VIABLE
	MILLS ACT Application	As SFR	As RETREAT
<i>square feet *</i>	<b>8,729</b>	<b>3,418</b>	<b>5,311</b>
<b>SUITES - THOMAS EARL HOUSE ("VILLA")</b>	<b>4,454</b>	<b>1,950</b>	<b>2,504</b>
Villa - North, 1st flr	403	403	
Villa - West, 2nd flr	587	587	
Villa - South, 2nd flr	459	459	
Villa - North, 2nd flr	501	501	
<i>Add</i>			
N. Building - East, 1st flr	410		410
N. Building - West, 1st flr	420		420
N. Building- East 2nd flr	403		403
N. Building- West 2nd flr	410		410
N. Building - Cottage	406		406
S. Cottage	455		455
<b>MEETING ROOMS</b>	<b>2,943</b>	<b>1,123</b>	<b>1,820</b>
Villa -- 1st Floor	1,123	1,123	
Villa -- Lower Level	960		960
<i>Add</i>			
Villa -- Enclosed porch	450		450
N. Building -- Conservatory	410		410
<b>OTHER ROOMS</b>	<b>1,332</b>	<b>345</b>	<b>987</b>
Villa - Kitchen	345	345	
<i>Add</i>			
Villa basement - Scullery	122		122
Villa basement - Wine Cave	144		144
Villa basement - Manager Quarters	385		385
N. Building - Fitness room	336		336
<i>* Subject to adjustments in room sizes when-built</i>			

	Bedrooms	Bathrooms	LR	DR	2nd LR	Kitchen
Rehabilitating the Historic Resource as a Single Family Residence (not viable)	4.0	5.0	1.0	1.0	2.0	1.5
Incremental: Rehabilitating the Historic Resource as a Leadership Retreat (viable)	6.0	6.5	0.0	0.0	1.0	0.0
<b>TOTAL</b>	<b>10.0</b>	<b>11.5</b>	<b>1.0</b>	<b>1.0</b>	<b>3.0</b>	<b>1.5</b>

## B. HISTORICAL DESIGNATION

*In order for your property to be considered for a contract, it must be a designated historic resource listed on the City's Historic Resources Inventory (HRI). City designations include Listed Resource (LR); Listed Resource within a Potential Historic District; and Local Landmark (LLM).*

The Thomas Earl House is on the National Register of Historic Places, and also on Historic Resources Inventory (HRI), within the Calistoga Historic District. The historical review by Bruce Judd is part of the foundational document set described below.

## C. FOUNDATIONAL DOCUMENTATION

The basis for this Application is the documents and videos provided to the City of Napa Planning Division which in turn provided them with Staff Reports and Recommendations to the entitlement authorities,

*The Attachments in the package URL's below also include the Submittal Requirement #8, SITE PLAN, items A-E.*

- a) Planning Division Staff Report and Recommendation to the **Cultural Heritage Commission** for Certificate of Appropriateness, based on the Rehabilitation meeting the Secretary of Interior Standards for Rehabilitation and Adaptive Reuse. After a Preliminary CHC meeting in 2019, CHC unanimously approved the Application in March 2020. The [Documentation Package](#) can be seen here on the City website.
- b) Planning Division Staff Report and Recommendation to the **Planning Commission** for a Use Permit under a Planned Development. After a Preliminary Planning Commission meeting in 2019, PC unanimously approved the Application in May 2020. The [Documentation Package](#) can be seen here on the City website.
- c) Planning Division Staff Report and Recommendation to the **City Council**, which unanimously approved the Application in June 2020. The [Documentation Package](#) can be seen here on the City website.

See the Exhibits Section, contains all the official documentation to substantiate the Mills Act Application.

## D. MILLS ACT ESTIMATE

Richard Anderson, Chief Appraiser, provided a Mills Act Estimate for the January 1, 2021 lien date. That document is attached.

EXHIBIT A

CULTURAL HERITAGE COMMISSION

March 12, 2020

Resolution: Unanimous Approval

- A. [THOMAS EARL HOUSE BED & BREAKFAST - 1221 SEMINARY STREET \(File No. PL18-0212\)](#)  
[Request for a Certificate of Appropriateness \(COA\) for alterations to a historic property](#)  
[located at 1221 Seminary Street. The property known as the Thomas Earl House, is](#)  
[designated as a Local Landmark on the City's Historic Resources Inventory and is a](#)  
[Contributing structure within the Calistoga Avenue Historic District. The request for](#)  
[Certificate of Appropriateness will focus on the historic aspects of the Rehabilitation related](#)  
[to the relocation of the historic resource, development of accessory structures on the](#)  
[property, and proposed parking and landscaping. The COA is part of a larger Rehabilitation](#)  
[including a Use Permit and Planned Development Overlay to be reviewed separately by the](#)  
[Planning Commission and City Council. The site is on the east side of Seminary Street](#)  
[between Calistoga Avenue and Polk Street and is located within the Traditional Residential](#)  
[General Plan Designation \(TRI-143\) and the Traditional Residential Infill Zoning District \(RT-5\).](#)  
[\(APN: 003-152-013\)](#)

[Combined Staff Report and Attachments](#)

[Staff Report](#)

[Attachment 1](#)

[Attachment 2](#)

[Attachment 3](#)

[Attachment 4](#)

[Attachment 5](#)

EXHIBIT BPLANNING COMMISSIONMay 21, 2020Resolution: Unanimous Approval

THOMAS EARL HOUSE BED & BREAKFAST - 1221 SEMINARY STREET (File No. PL18-0212) A Planned Development Overlay and Use Permit to convert an existing historic residence to a Bed and Breakfast Inn with ten guest rooms. The Rehabilitation involves converting the existing 1,834 square foot Thomas Earl House residence to a Bed and Breakfast Inn by adding 1,292 square feet to the rear of the structure and adding a 3,803 square foot basement. Two new structures, a 2,030 square foot two-story carriage house and a 432 square foot cottage, would be added to the site as part of the proposed Bed and Breakfast. The Planned Development Overlay would allow for parking in the front setback, reduced rear yard and side setbacks and a higher fence in the front setback. The site is located on the west side of Seminary Street between Calistoga Avenue and Polk Street and is located within the Traditional Residential General Plan Designation (TRI-143) and the Traditional Residential Infill Zoning District (RT-5). CEQA DETERMINATION: The proposed Rehabilitation is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (Categorical Exemptions, Class 1) which exempts minor alterations to existing residential structures, including additions that do not exceed 50 percent of the floor area of the structure before the addition, or 2,500 square feet, whichever is less; Section 15303 (Categorical Exemptions, Class 3) which exempts in urbanized areas buildings not exceeding 10,000 square feet in floor area on sites zoned for such use; and Section 15331 (Categorical Exemptions Class 31) which exempts Rehabilitations involving maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties. RECOMMENDED ACTION Forward a recommendation to the City Council to adopt a resolution approving a Planned Development Overlay and Use Permit for the property located at 1221 Seminary Street and determining that the Rehabilitation is exempt from CEQA.

Staff ReportAttachment 1Attachment 2Attachment 3Attachment 4Attachment 5Attachment 6Attachment 7Attachment 8Attachment 9

EXHIBIT C

CITY COUNCIL

June 16, 2020

Resolution: Unanimous Approval

RESOLUTION R2020-\_\_ A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING A USE PERMIT TO CONVERT AN EXISTING HISTORIC RESIDENCE TO A BED AND BREAKFAST INN WITH 10 GUEST ROOMS AND TO AUTHORIZE A PARKING REDUCTION LOCATED AT 1221 SEMINARY STREET AND DETERMINING THAT THE ACTIONS AUTHORIZED BY THIS RESOLUTION ARE EXEMPT FROM CEQA

1. [ATCH 1 - Use Permit Resolution with EXS A and B,](#)
2. [ATCH 2 - Certificate of Appropriateness Resolution,](#)
3. [ATCH 3 - PD Ordinance with EXS A and B,](#)
4. [ATCH 4 - Rehabilitation Plans \(Reduced\),](#)
5. [ATCH 5 - JUDD Historical Evaluation,](#)
6. [ATCH 6 - Parking Survey,](#)
7. [ATCH 7 - Rehabilitation Narrative,](#)
8. [ATCH 8 - Operations and Standards Manual,](#)
9. [ATCH 9 - CHC Minutes Excerpts 03-12-20,](#)
10. [ATCH 10 - CHC Staff Report 03-12-20,](#)
11. [ATCH 11 - PC Minutes Excerpts 05-21-20,](#)