



**Local Agency Formation Commission of Napa County**  
Subdivision of the State of California

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*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

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**Agenda Item 5a (Consent/Action)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Kathy Mabry, Commission Secretary

**MEETING DATE:** April 4, 2019

**SUBJECT:** Approval of Meeting Minutes:  
**February 4, 2019, Regular Meeting and  
March 11, 2019, Special Meeting (Public Workshop)**

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**DISCUSSION AND RECOMMENDATION**

The Commission will consider approving the attached summary minutes prepared by staff for the February 4, 2019, Regular Meeting, and the March 11, 2019, Special Meeting (Public Workshop).

Staff recommends approval.

**ATTACHMENT**

- 1) February 4, 2019, Regular Meeting
- 2) March 11, 2019, Special Meeting (Public Workshop)

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Margie Mohler, Chair  
Councilmember, Town of Yountville

Scott Sedgley, Commissioner  
Councilmember, City of Napa

Kenneth Leary, Alternate Commissioner  
Councilmember, City of American Canyon

Brad Wagenknecht, Vice Chair  
County of Napa Supervisor, 1st District

Diane Dillon, Commissioner  
County of Napa Supervisor, 3rd District

Ryan Gregory, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Gregory Rodeno, Commissioner  
Representative of the General Public

Erik Lawrence, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*



## LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY MEETING MINUTES

**FEBRUARY 4, 2019**

### 1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Mohler called the regular meeting of February 4, 2019, to order at 2:02 PM.

At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Margie Mohler, Chair	Ryan Gregory	Brendon Freeman, Executive Officer
Brad Wagenknecht, Vice Chair	Erik Lawrence	DeeAnne Gillick, Commission Counsel
Diane Dillon	Kenneth Leary	Kathy Mabry, Secretary
Scott Sedgley		Dawn Mittleman Longoria, Analyst
Gregory Rodeno		

### 2. PLEDGE OF ALLEGIANCE

New LAFCO Analyst, Dawn Mittleman Longoria led the Pledge of Allegiance.

### 3. APPROVAL OF AGENDA

Chair Mohler asked if there were any requests to rearrange the agenda. There were no requests. Upon motion by Commissioner Sedgley and second by Commissioner Wagenknecht, the Commission unanimously adopted the agenda as submitted:

#### VOTE:

<b>AYES:</b>	<b><u>SEDGLEY, WAGENKNECHT, DILLON, MOHLER AND RODENO</u></b>
<b>NOES:</b>	<b><u>NONE</u></b>
<b>ABSENT:</b>	<b><u>NONE</u></b>
<b>ABSTAIN:</b>	<b><u>NONE</u></b>

### 4. PUBLIC COMMENTS

Chair Mohler invited members of the audience to provide public comment.

Public comments were received from:

- Eve Kahn made a request to pull agenda item #5b off of the consent calendar to discuss later.
- Gary Margadant discussed a recent extension to Napa Sanitation District at 410 Stonecrest Drive near Napa, and provided a copy of the related septic and engineering reports. Staff responded that the engineering report will be added to the record, and clarified that the Commission did not amend the SOI for the property in question, but approved an outside service agreement.

### 5. CONSENT ITEMS

- a) **Approval of Meeting Minutes: December 3, 2018, Regular Meeting**
- b) ***Current and Future Proposals* \***
- c) **Second Quarter Budget Report for 2018-2019**
- d) **Work Program Progress Report**

Upon motion by Commissioner Sedgley and second by Commissioner Rodeno, the Commission approved consent items **a, c and d** (Note: **5b\*** was pulled and discussed later, see next page):

**5. CONSENT ITEMS – continued:**

**VOTE:**

**AYES:**           **SEDGLEY, RODENO, DILLON, MOHLER AND  
WAGENKNECHT**

**NOES:**           **NONE**

**ABSENT:**       **NONE**

**ABSTAIN:**      **NONE**

**b) Current and Future Proposals**

During the Public Comment period, Eve Kahn requested the Commission pull this item off of the consent calendar to discuss later, and the Chair approved. Ms. Kahn referenced page 6 of the staff report, regarding Napa Pipe Phase Two Annexation to the City of Napa, pointing out that the planned Costco facility was annexed in Phase One, and stated it will be located to the East of the railroad tracks, not to the West.

Staff acknowledged this point by Ms. Kahn and stated it will be corrected in the report.

Upon motion by Commissioner Wagenknecht and second by Commissioner Sedgley, the Commission approved consent item 5b, noting future versions of the report will be corrected by staff:

**VOTE:**

**AYES:**           **WAGENKNECHT, SEDGLEY, DILLON, RODENO AND  
MOHLER**

**NOES:**           **NONE**

**ABSENT:**       **NONE**

**ABSTAIN:**      **NONE**

**6. ACTION ITEMS**

**a) Proposed Linda Vista Avenue/Wine Country Avenue No. 6 Annexation to the Napa Sanitation District and Associated CEQA Findings**

The Commission considered a proposal submitted by landowner petition to annex approximately 4.2 acres of incorporated territory to the Napa Sanitation District (NSD). The affected territory comprises one parcel located within the City of Napa’s jurisdictional boundary near the intersection of Linda Vista Avenue and Wine Country Avenue. The County Assessor identifies the affected territory as 007-045-041. The purpose of the proposal is to facilitate the extension of NSD’s public sewer infrastructure to serve a planned 27-unit residential subdivision known as Vista Grove. The City of Napa serves as lead agency under the California Environmental Quality Act (CEQA).

Staff presented an overview of this item.

Chair Mohler opened the public hearing. No public comments were received.

Chair Mohler closed the public hearing.

Upon motion by Commissioner Sedgley and second by Commissioner Wagenknecht, the Commission unanimously approved the proposal with standard terms and conditions which includes the resolution (**Resolution No. 2019-01**):

**VOTE:**

**AYES:**           **SEDGLEY, WAGENKNECHT, DILLON, MOHLER AND  
RODENO**

**NOES:**           **NONE**

**ABSENT:**       **NONE**

**ABSTAIN:**      **NONE**

**7. INFORMATION ITEMS**

**a) Update on Strategic Plan 2018-2022**

Staff provided the Commission with an update on the *Strategic Plan 2018-2022* activities scheduled through the end of the 2019 calendar year, for informational purposes only. No action was taken.

**8. EXECUTIVE OFFICER REPORT**

The Executive Officer provided a brief report on miscellaneous activities, as well as the planning activities related to the scheduled special meeting on March 11, 2019, for purposes of conducting a public workshop. The workshop will be separated into two distinct topics: (1) an educational “LAFCO 101” presentation by staff and (2) a robust discussion with interested stakeholders relating to the draft Policy on Spheres of Influence prepared by the Policy Committee. A draft flyer advertising the workshop was provided to the Commission.

As well, the Executive Officer formally introduced recently hired LAFCO Analyst, Dawn Mittleman Longoria, providing a brief history of Dawn’s career accomplishments, and thanked the interview panel participants for their time. The Commission welcomed Dawn to LAFCO. In addition, the Executive Officer informed the Commission that Secretary Mabry is celebrating her 18<sup>th</sup> work anniversary this week and thanked Ms. Mabry for her continued service.

**9. COMMISSIONER COMMENTS**

There was no discussion of this item.

**10. ADJOURNMENT TO NEXT SCHEDULED MEETING**

The meeting was adjourned at 2:38 PM.

The next LAFCO meeting (Public Workshop) is scheduled for Monday, March 11, 2019, at 9:00 AM, at the Town of Yountville Council Chambers, 6550 Yount Street, Yountville, CA 94599.

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Margie Mohler, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

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Kathy Mabry  
Commission Secretary



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
SPECIAL MEETING MINUTES (PUBLIC WORKSHOP)**

**MARCH 11, 2019**

**Town of Yountville Council Chambers**

6550 Yount Street  
Yountville, California 94599

**1. WELCOME AND CALL TO ORDER; ROLL CALL**

Chair Mohler called the special meeting of March 11, 2019, to order at 9:00 AM.

At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Margie Mohler, Chair	Kenneth Leary	Brendon Freeman, Executive Officer
Brad Wagenknecht, Vice Chair	Ryan Gregory	DeeAnne Gillick, Commission Counsel
Diane Dillon	Erik Lawrence- <i>Excused</i>	Kathy Mabry, Secretary
Scott Sedgley		Dawn Mittleman Longoria, Analyst
Gregory Rodeno		

**2. PLEDGE OF ALLEGIANCE**

Chair Mohler led the Pledge of Allegiance.

**3. COMMISSION WORKSHOP**

The Commission held a public workshop. Scheduled topics were as follows:

**Welcome and Introduction to Workshop** – Chair Mohler welcomed everyone to the meeting, provided an overview, and discussed the format for the workshop.

**LAFCO 101** – Executive Officer, Brendon Freeman provided an outline of the agenda which explores the structure and functions of LAFCO (and later, the policies). He then introduced Analyst, Dawn Mittleman Longoria who discussed the following topics accompanied by a Power Point presentation:

➤ **Background on Cortese-Knox-Hertzberg Act (C-K-H Act)**

Discussed the type of agency LAFCO is (not a County or City agency, but an independent agency). LAFCO's are mandated by the C-K-H Act, as well as guided by the policies of the County's Agricultural Preserve, Measure P, and City Urban Limit Lines.

A review of the various types of agencies LAFCO reviews, and what exactly LAFCO studies (boundaries, services and existing land uses) was also provided.

➤ **Spheres of Influence**

Discussed the basis for logical growth. LAFCO has the authority to recommend changes, and the fact that spheres establish the future boundary of an agency for annexations and service extensions.

**LAFCO 101 continued:**

Comments and questions from the audience included:

- *Eve Kahn* – Where is the State (and the new Governor) going with LAFCO's in regards to the current housing crisis, open space and urban sprawl?
  - *Kort van Bronkhorst* – Are LAFCO recommendations/suggestions binding? Per Counsel DeeAnne Gillick, all LAFCO decisions are final. The Executive Officer further clarified MSR recommendations are NOT binding, but LAFCO can initiate certain actions based on MSR recommendations.
  - *Donald Williams* – Requested an Upvalley decision by LAFCO, and/or example of LAFCO activity in recent years; Staff noted the 2017 SOI for the Town of Yountville, and County-wide Water & Wastewater MSR which is currently underway.
  - *Zackery Thayer* – Would like LAFCO to consider the disadvantaged communities/fair housing. For clarification, staff defined DUC's (Disadvantaged Unincorporated Communities), and explained that LAFCO's powers are limited for housing.
  - *Hugh Marquez* – Regarding SOI's, how does LAFCO work with the cities? Staff replied, that in order for a city boundary to expand, the first step would be to expand the SOI, and these decisions usually involve impacts on multiple other service providers (fire, sanitation, etc.).
- **Draft Sphere of Influence (SOI) Policy** – Handouts of Napa LAFCO's current draft policy were provided to the Commission and public. Executive Officer, Brendon Freeman, provided an outline of the sphere of influence process, and the Policy Committee review of this policy (the policy is currently within the General Determinations policy, however, the goal is to break out this section into a stand-alone document/Policy on Spheres of Influence). The first draft of the proposed policy was presented to the Commission in August 2018, and distributed to the public for comments for a 90-day period. The Policy Committee received those comments and decided to have a workshop, which would include the general public and public agencies. Staff recently sent out a Notice of Review and Comment for this policy, and April 19, 2019, is the deadline for final comments. The Policy Committee will review those comments and the draft policy, then return possibly in June 2019 for final adoption.

Key changes to the policy were reviewed and discussed:

- Definitions of agricultural land will defer to C-K-H for specific meaning.
- The concept of Zero SOI was explained.
- The definition of a Study Area was explained.
- The timing of SOI requests with MSR reviews were discussed, and the exceptions therein.
- Environmental review will now refer to the Commission's CEQA policy; and
- The addition of the statement SOI is the sole authority of LAFCO was added to the policy.

**Comments and questions on the Draft Policy from the audience included:**

- *Eve Kahn* – LAFCO's definition of Agricultural Land varies from the State's definition.
- *Dylan Feik* – Comments about spheres of influence being the first step, as it relates to growth.
- *Jason Holley* – Is this a State mandated policy or local only? Is there a map of Open space or Ag lands to be covered? Is there a definition of limited exceptions? Some Ag lands already in the City SOI, and will those be removed with this policy? County land use policies vs. LAFCO's. Is there a weighted system for vacant lands standards and will they be considered? Also, age of MSR – just because it's old doesn't make it invalid, if not done within the 5 years.
- *Steve Rogers* – Having gone through a recent SOI, he wanted to share that this type of process is very helpful and engaging. Supports the Commission's revised version of this policy.

**Comments and questions on the Draft Policy – continued:**

- *Mark Joseph* – Appreciates the policy update, noting the criteria Section 5.A.9, has minimum considerations. Will there be any weighting of these considerations? Also, to what extent does the policy identify a housing/land use and job/housing imbalance?

Staff addressed as many specific questions as possible following these comments.

In addition, the Commission and Counsel addressed other topics such as the purposes of SOI's, as well as the State's definition of SOI's, boundaries vs. growth, identifying OSA's for housing developments, FEMA/Block Grants, housing deadlines for 2022, greenbelt buffers, and the increase in tourism and how Ag lands have an effect on distribution of services.

**4. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

There was no discussion of this item.

**5. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING**

The meeting was adjourned at 11:34 AM. The next regular LAFCO meeting is scheduled for Thursday, April 4, 2019, at 2:00 PM at the Town of Yountville Council Chambers, located at 6550 Yount Street, Yountville, CA 94599.

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Margie Mohler, LAFCO Chair

ATTEST: Brendon Freeman, Executive Officer

Prepared by:

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Kathy Mabry  
Commission Secretary