



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

1754 Second Street, Suite C  
Napa, California 94559  
Phone: (707) 259-8645  
[www.napa.lafco.ca.gov](http://www.napa.lafco.ca.gov)

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

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**Agenda Item 9d (Action)**

**TO:** Local Agency Formation Commission  
**PREPARED BY:** Brendon Freeman, Executive Officer B F  
**MEETING DATE:** February 2, 2026  
**SUBJECT:** Consider Approval of Amendments to the Policy on Spheres of Influence and the Policy on Executive Officer Performance Review

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**RECOMMENDATION**

It is recommended the Commission take the following actions:

- 1) Adopt the Resolution of the Local Agency Formation Commission of Napa County Amending the *Policy on Spheres of Influence*, included as Attachment 1; and
- 2) Adopt the Resolution of the Local Agency Formation Commission of Napa County Amending the *Policy on Executive Officer Performance Review*, included as Attachment 2.

**SUMMARY**

On August 4, 2025, the Commission established an ad hoc Policy Committee and appointed Commissioners Gallagher and Ramos to advise staff in the review of local policies. The Policy Committee met and agreed amendments are needed to the Commission's *Policy on Sphere of Influence* and *Policy on Executive Officer Performance Review*.

Clean versions of the proposed amendments are provided as exhibits to the draft resolutions, included as Attachments 1 and 2. Tracked change versions of the amendments are included as Attachments 3 and 4.

The proposed amendments to the *Policy on Sphere of Influence* would combine the existing policy with a full application packet that is more comprehensive and user-friendly. The proposed amendments to the *Policy on Executive Officer Performance Review* would bring the process into alignment with Napa County Human Resources procedures.

**ATTACHMENTS**

- 1) Draft Resolution Amending the *Policy on Sphere of Influence*
- 2) Draft Resolution Amending the *Policy on Executive Officer Performance Review*
- 3) Proposed Amendment to *Policy on Sphere of Influences* (Tracked Changes)
- 4) Proposed Amendment to *Policy on Executive Officer Performance Review* (Tracked Changes)

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Beth Painter, Chair  
Councilmember, City of Napa

Paul Dohring, Commissioner  
Councilmember, City of St. Helena

David Oro, Alternate Commissioner  
Councilmember, City of American Canyon

Belia Ramos, Vice Chair  
County of Napa Supervisor, 5th District

Anne Cottrell, Commissioner  
County of Napa Supervisor, 3rd District

Joelle Gallagher, Alternate Commissioner  
County of Napa Supervisor, 1st District

Kenneth Leary, Commissioner  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
Executive Officer

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF  
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
AMENDING THE POLICY ON SPHERES OF INFLUENCE**

**WHEREAS**, on June 7, 2021, the Local Agency Formation Commission of Napa County (the “Commission”) adopted a *Policy on Spheres of Influence*; and

**WHEREAS**, the Commission considered a proposed amendment to the *Policy on Spheres of Influence* at its regular meeting on February 2, 2026, and invited public comment at that meeting; and

**NOW, THEREFORE, BE IT RESOLVED** that the Commission hereby amends the *Policy on Spheres of Influence* as attached hereto.

This Resolution shall take effect immediately.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on February 2, 2026, after a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, by the following vote:

AYES: Commissioners \_\_\_\_\_

NOES: Commissioners \_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

\_\_\_\_\_  
Beth Painter  
Commission Chair

ATTEST: \_\_\_\_\_  
Brendon Freeman  
Executive Officer

Recorded by: Charlie Gray  
Commission Clerk



**Napa LAFCO**

# **Sphere of Influence Amendment Application**

**1754 Second Street · Suite C · Napa, CA 94559**

**707-259-8645 · [www.napa.lafco.ca.gov](http://www.napa.lafco.ca.gov) · Proposed Amendment 2/2/26**

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## INSTRUCTIONS & INFORMATION ON THE LAFCO APPLICATION

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The following information is designed to help you understand and move your project through the various stages of the LAFCO process.

### General Step by Step Process

1. Applicant Gathers Application Materials and Meets with Staff for a Pre-Application Meeting
2. Applicant Submits Their Application to LAFCO
3. LAFCO Review Period Begins
4. 30-Day Review – Information Hold Letter or Deemed Sufficient for Filing
5. LAFCO Hearing. LAFCO has the authority to approve, conditionally approve or deny a proposal.
6. 30-Day Reconsideration Period
7. Review requests, if any, for Petition for removal from sphere of influence (\$56429)
8. Notification of Commission Action Form
9. Final Notice of Completion with Affected Agencies / Interested Parties
10. LAFCO GIS Boundary Updates

### Important Tips

- Any person or local agency may file a written request with the executive officer requesting amendments to a sphere of influence adopted by the commission. The request shall state the nature of the proposed amendment, state the reasons for the request, include a map of the proposed amendment, and contain any additional data and information as may be required by the executive officer (§56428).
- It is important to note that while a SOI amendment, may be initiated by any person or local agency, ultimately, the affected agency must consent to the change and all parties may be required to provide information, conduct studies, and may be subject to conditions of approval.

## NAPA LAFCO POLICY ON SPHERES OF INFLUENCE

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### I. BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, beginning with [California Government Code \(G.C.\) §56425](#), requires the Local Agency Formation Commission (LAFCO or “Commission”) to establish and maintain spheres of influence for all local agencies within its jurisdiction. A sphere of influence (SOI) is defined by statute as a “plan for the probable physical boundary and service area of a local government agency as determined by the commission” ([G.C. §56076](#)). Every determination made by LAFCO shall be consistent with the SOIs of the local agencies affected by that determination ([G.C. §56375.5](#)). The Commission encourages cities, towns, and the County of Napa (“County”) to meet and agree to SOI changes. The Commission shall give “great weight” to these agreements to the extent they are consistent with its policies ([G.C. §56425\(b\) and \(c\)](#)). Local agency SOIs are established and changed in part based on information in municipal service reviews, including adopted determinative statements and recommendations ([G.C. §56430](#)).

### II. PURPOSE

The purpose of these policies is to guide the Commission in its consideration of SOI amendment requests as well as SOI reviews and updates initiated by LAFCO. This includes establishing consistency with respect to the Commission’s approach in the scheduling, preparation, and adoption of SOI reviews and updates. Requests to amend an SOI may be made by any person or local agency as described in Section VI of this policy. Requests to amend an SOI are encouraged to be filed with LAFCO’s Executive Officer as part of the Commission’s municipal service review (MSR) and SOI review process.

### III. OBJECTIVE

It is the intent of the Commission to determine appropriate SOIs that promote the orderly expansion of cities, towns, and special districts in a manner that ensures the protection of the environment and agricultural and open space lands while also ensuring the effective, efficient,

and economic provision of essential public services, including public water, wastewater, fire protection and emergency response, and law enforcement. The Commission recognizes the importance of considering local conditions and circumstances in implementing these policies. An SOI is primarily a planning tool that will:

- Serve as a master plan for the future organization of local government within the County by providing long range guidelines for the efficient provision of services to the public;
- Discourage duplication of services by two or more local governmental agencies;
- Guide the Commission when considering individual proposals for changes of organization;
- Identify the need for specific reorganization studies, and provide the basis for recommendations to particular agencies for government reorganizations.

#### IV. DEFINITIONS

Recognizing that an SOI is a plan for the probable physical boundary and service area of a local government agency as determined by LAFCO, the Commission incorporates the following definitions:

- A. “Agricultural lands” are defined as set forth in [G.C. §56016](#).
- B. “Open space” are defined as set forth in [G.C. §56059](#).
- C. “Prime agricultural land” is defined as set forth in [G.C. §56064](#).
- D. “Infill” is defined as set forth in [Public Resources Code §21061.3](#).
- E. “Underdeveloped land” is defined as land that lacks components of urban development such as utilities or structure(s).
- F. “Vacant land” is defined as land that has no structure(s) on it and is not being used. Agricultural and open space uses are considered a land use and therefore the underlying land is not considered vacant land.

- G. “SOI establishment” refers to the initial adoption of a city or special district SOI by the Commission.
- H. “SOI amendment” refers to a single change to an established SOI, typically involving one specific geographic area and initiated by a landowner, resident, or local agency.
- I. “SOI review” refers to a comprehensive review of an established SOI conducted as part of an MSR. Based on information collected in the SOI review component of an MSR, the Commission shall determine if an SOI update is needed.
- J. “SOI update” refers to a single change or multiple changes to an established SOI, typically initiated by the Commission and based on information collected in the SOI review.
- K. “Zero SOI” when determined by the Commission, indicates a local agency should be dissolved and its service area and service responsibilities assigned to one or more other local agencies.
- L. “Study area” refers to territory evaluated as part of an SOI update for possible addition to, or removal from, an established SOI. The study areas shall be identified by the Commission in consultation with all affected agencies.

## V. LOCAL CONSIDERATIONS

### A. General Guidelines for Determining Spheres of Influence

The following factors are intended to provide a framework for the Commission to balance competing interests in making determinations related to SOIs. No single factor is determinative. The Commission retains discretion to exercise its independent judgment as appropriate:

- 1) Land defined or designated in the County of Napa General Plan land use map as agricultural or open space shall not be approved for inclusion within any local agency’s SOI for purposes of new urban development unless the action is consistent with the objectives listed in Section III of this policy.
- 2) Land that is within the Napa County Airport Land Use Commission (ALUC) Planning Area shall not be approved for inclusion within any local agency’s SOI prior to receiving authorization from the ALUC.

- 3) The Commission encourages residents, landowners, and local agencies to submit requests for changes to SOIs to the LAFCO Executive Officer as part of the LAFCO-initiated MSR and SOI review process.
- 4) The first Agricultural Preserve in the United States was created in 1968 by the Napa County Board of Supervisors. The Agricultural Preserve protects lands in the fertile valley and foothill areas of Napa County in which agriculture is and should continue to be the predominant land use. Measure J was passed by voters in 1990 and Measure P was passed by voters in 2008 and requires voter approval for any changes that would re-designate unincorporated agricultural and open-space lands. The Commission will consider the Agricultural Preserve and intent of voters in passing Measure J and Measure P in its decision making processes to the extent they apply, prior to taking formal actions relating to SOIs.
- 5) In the course of an SOI review for any local agency as part of an MSR, the Commission shall identify all existing outside services provided by the affected agency. For any services provided outside the affected agency's jurisdictional boundary but within its SOI, the Commission shall request the affected agency submit an annexation plan or explanation for not annexing the territory that is receiving outside services. For any services provided outside an agency's jurisdictional boundary and SOI, the Commission encourages a dialogue between the County and the affected agency relating to mutually beneficial provisions.
- 6) In the course of reviewing a city or town's SOI, the Commission will consider the amount of vacant land within the affected city or town's SOI. The Commission discourages SOI amendment requests involving vacant or underdeveloped land that requires the extension of urban facilities, utilities, and services where infill development is more appropriate.
- 7) A local agency's SOI shall generally be used to guide annexations within a five-year planning period. Inclusion of land within an SOI shall not be construed to indicate automatic approval of an annexation proposal.
- 8) When an annexation is proposed outside a local agency's SOI, the Commission may consider both the proposed annexation and SOI amendment at the same meeting. The SOI amendment to include the affected territory, however, shall be considered and resolved prior to Commission action on the annexation.

- 9) A local agency's SOI should reflect existing and planned service capacities based on information collected by, or submitted to, the Commission. This includes information contained in current MSRs. The Commission shall consider the following municipal service criteria in determining SOIs:
  - a) The present capacity of public facilities and adequacy of public services provided by affected local agencies within the current jurisdiction, and the adopted plans of these local agencies to address any municipal service deficiency, including adopted capital improvement plans.
  - b) The present and probable need for public facilities and services within the area proposed or recommended for inclusion within the SOI, and the plans for the delivery of services to the area.
- 10) The Commission shall consider, at a minimum, the following land use criteria in determining SOIs:
  - a) The present and planned land uses in the area, including lands designated for agriculture and open-space.
  - b) The present and probable need for public facilities and services in the area.
  - c) The present capacity of public facilities and adequacy of public services that the local agency provides or is authorized to provide.
  - d) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the local agency.
  - e) Consistency with the County General Plan and the general plan of any affected city or town.
  - f) Adopted general plan policies of the County and of any affected city or town that guide future development away from lands designated for agriculture or open-space.
  - g) Adopted policies of affected local agencies that promote infill development of existing vacant or underdeveloped land.
  - h) Amount of existing vacant or underdeveloped land located within any affected local agency's jurisdiction and current SOI.
  - i) Adopted urban growth boundaries by the affected local agency.

**B. Scheduling Sphere of Influence Reviews and Updates**

[G.C. §56425\(g\)](#) directs the Commission to review and update each SOI every five years, as necessary. Each year, the Commission shall adopt a Work Program with a schedule for initiating and completing MSRs and SOI reviews based on communication with local agencies. This includes appropriate timing with consideration of city, town, and County general plan updates. The Commission shall schedule SOI updates, as necessary, based on determinations contained in MSRs.

**C. Environmental Review**

SOI establishments, amendments, and updates will be subject to the review procedures defined in the California Environmental Quality Act (CEQA) and the Napa LAFCO CEQA Guidelines. If an environmental assessment or analysis is prepared by an agency for a project associated with an SOI establishment, amendment, or update, and LAFCO is afforded the opportunity to evaluate and comment during the Lead Agency's environmental review process, then LAFCO can act as a Responsible Agency under CEQA for its environmental review process. All adopted environmental documents prepared for the project, a copy of the filed Notice of Determination/Notice of Exemption, and a copy of the Department of Fish and Wildlife fee receipt must be submitted as part of the application. Completion of the CEQA review process will be required prior to action by the Commission.

**VI. REQUESTS FOR SPHERE OF INFLUENCE AMENDMENTS**

**A. Form of Request**

Any person or local agency may file a written request with the Executive Officer requesting amendments to an SOI pursuant to [G.C. §56428\(a\)](#). Requests shall be made using the form provided in this packet. Requests shall include an initial

deposit as prescribed under the Commission's adopted Schedule of Fees and Deposits. The Executive Officer may require additional data and information to be included with the request. Requests by cities, towns, and special districts shall be made by resolution of application.

**B. Review of Request**

The Executive Officer shall review and determine within 30 days of receipt whether the request to amend an agency's SOI is complete. If a request is deemed incomplete, the Executive Officer shall immediately notify the applicant and identify the information needed to accept the request for filing.

**C. Consideration of Request**

Once a request is deemed complete, the Executive Officer will prepare a written report with a recommendation. The Executive Officer will present his or her report and recommendation at a public hearing for Commission consideration. The public hearing will be scheduled for the next meeting of the Commission for which adequate notice can be given. The Commission may approve, approve with conditions, or deny the request for an SOI amendment. The Commission's determination and any required findings will be set out in a resolution that specifies the area added to, or removed from, the affected agency's SOI. While the Commission encourages the participation and cooperation of the subject agencies, the determination of an SOI is a LAFCO responsibility and the Commission is the sole authority as to the sufficiency of the documentation and consistency with law and LAFCO policy.

## SPHERE OF INFLUENCE APPLICATION CHECKLIST

The following information must be submitted when filing a proposal with the Napa Local Agency Formation Commission (LAFCO); additional information may be requested during review of the proposal.

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- 1. Completed **SPHERE OF INFLUENCE APPLICATION CHECKLIST** with applicable materials (everything listed in the checklist).
  - 2. Any person or local agency may file a written request to the Executive Officer for a SOI Amendment.
  - 3. **LAFCO QUESTIONNAIRE**.
  - 4. A **MAP AND GEOGRAPHIC DESCRIPTION** of the proposal territory perimeter for the proposed boundary change(s), and a reproducible parcel map
  - 5. **ENVIRONMENTAL DOCUMENTATION** to comply with the California Environmental Quality Act (CEQA); submit documents for applicable category only. For an ND, MND, or EIR, a copy of the Notice of Determination and the Environmental Filing Cash Receipt for the fee paid to the California Department of Fish and Wildlife must be submitted.
    - (a) CATEGORICAL EXEMPTION (CE): Submit document if an agency has determined is exempt.
    - (b) NEGATIVE DECLARATION (ND) or MITIGATED NEGATIVE DECLARATION (MND): Submit document from agency making said determination.\*
    - (c) ENVIRONMENTAL IMPACT REPORT (EIR): Submit a copy of the certified Final EIR.
    - (d) NO CEQA DOCUMENTATION: If the proposed action has not been analyzed pursuant to the requirements of CEQA, please indicate this and CEQA will be performed by LAFCO and the appropriate level of documentation will be determined, i.e. CE, ND, MND or EIR.
  - 6. **APPLICANT FINANCIAL DISCLOSURE FORM**.
  - 7. **LAFCO PROCESSING FEES & COST ACCOUNTING AGREEMENT**.
  - 8. **PRE-APPLICATION MEETING**. A pre-application meeting with staff is strongly encouraged due to the complexity of submittal requirements and applicable laws. (Limited to 2 hours of staff time at no cost.)

## QUESTIONNAIRE

The information provided in this application will be used to evaluate this proposal. Please complete this form to facilitate our review. Please respond to all items in this form, indicating “NA” when an item does not apply. It is important to note that while a SOI amendment may be initiated by any person or local agency, ultimately, the affected agency must consent to the change and all parties may be required to provide information, conduct studies, and may be subject to conditions of approval.

**Subject Agency(ies)**

(City or Special District): \_\_\_\_\_

**Describe Proposed  
SOI Change(s):**

\_\_\_\_\_

### Applicant/ Agents

Name	Email	Telephone	Mailing
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

### Interested Parties

Name	Email	Telephone	Mailing
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

## A. General Information

1. This application was initiated by:

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2. State reason(s) for requesting the proposed action **at this time**.

3. Describe the use of developed property within the proposal territory, including details about existing structures, if applicable. Describe anticipated development of vacant property, including types of buildings, number of units, supporting facilities, etc., and when development is scheduled to occur, if applicable.

4. State the location of the property and its general location in relation to communities, freeways/highways, roads, etc.:

5. Describe the present and planned uses in the area, including agricultural and open space lands.

6. Describe the present and probable need for public facilities and services in the area.

7. Describe the present capacity of public facilities and adequacy of public services which the agency provides or is authorized to provide.

8. Describe the existence of any social or economic communities of interest in the area that the Commission may determine are relevant to the agency.

## B. Land Use Information

1. Total acreage: \_\_\_\_\_

2. Assessor Parcel Number(s): \_\_\_\_\_

a. If multiple parcels are involved in the sphere request, will any be consolidated?

3. Indicate the current zoning:

a. County: \_\_\_\_\_

b. City: \_\_\_\_\_

4. What community plan or General Plan is the territory in:

5. The County/City General Plan land use designation:

6. Describe any special land use concerns found in General Plans:

7. What is the proposed land use?

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8. Has the affected territory been rezoned?     No     Yes

If yes, what is the rezoning use and densities (if applicable) permitted?

9. Indicate below all permits or approvals that will be needed, or have been granted by, the County or any city or town to complete the project.

Type of Approval	File No.	Approval Date	Resolution attached?
Tentative Parcel Map			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> N/A
Use Permit			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> N/A
City/Town/County General Plan Amendment			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> N/A
City/Town Rezoning			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> N/A
County Rezone			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> N/A
Other			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> N/A

10. Have any of the above-mentioned approvals been appealed?     No     Yes

If yes, please state when the project was appealed, who appealed it, and when it was or will be reconsidered.

11. Is the affected territory subject to a Williamson Act Contract or Farmland Security Zone Contract?
- No  Yes

If yes, please attach the following (if applicable)

- Copy of contract
- Board of Supervisor's resolution upholding contract
- City resolution protesting contract
- City resolution succeeding to contract

12. How will the proposal assist a city, town, or the County to achieve its fair share of regional housing needs as determined by its current General Plan Housing Element, and are any RHNA transfer agreements applicable?

### C. Environmental Information

1. Has an environmental determination (Notice of Exemption, Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report) been adopted and/or certified by a legislative body?
- No  Yes (If yes, please attach a copy)
- a. Is the certified environmental documentation currently being challenged?  No  Yes

2. Is the site presently zoned for or engaged in agricultural use?
- If yes, please explain:

3. Does the site contain prime agricultural land as defined in Gov. Code §56064?  No  Yes
4. Will extension of services requested for this proposal induce growth on affected property?  No  Yes
- a. On adjacent properties?  No  Yes
- b. Unincorporated?  No  Yes
- c. Vacant?  No  Yes

5. Please provide a detailed description of the environmental setting of the site, including any information related to potential environmental impacts associated with an SOI amendment:

6. Terrain:

- Level to gently rolling (0-10%)
- Slopes (10-30%)
- Steep slopes (over 30%)

7. Hydrology:

- Streams, lakes, or marshes on site? No Yes

If yes, please explain:

- Is there irrigation on site? No Yes
- Is the site within a GSA managed subbasin? No Yes

8. Has the natural vegetation already been removed or altered? No Yes

9. Are there any endangered plant species on site? No Yes

10. Have any endangered or threatened species been identified? No Yes

If yes, please explain:

**I hereby certify that the statements made in this entire Sphere of Influence Amendment Application are to the best of my knowledge accurate.**

\_\_\_\_\_  
PRINT name of person completing this application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
email

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

## MAP & GEOGRAPHIC DESCRIPTION REQUIREMENTS

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Map and geographic descriptions should meet LAFCO and State Board of Equalization (BOE) requirements; listed below:

1. The map & geographic description shall be prepared by a Registered Civil Engineer or a Licensed Land Surveyor.
2. First submittal shall be digital. Once the map and geographic description have been reviewed and determined to be definite and certain you may submit four (4) copies.
3. Applicable fees shall be paid by the applicant for County Surveyor Review and BOE filing on or after LAFCO Approval in accordance with their fee schedules.
4. Map and Geographic Description examples are available on our website at <https://napa.lafco.ca.gov/forms#docaccess-2a46c94dc49dab89e9f407edd9b39b9d13760c553ca9c083fee68af7d980f859>.

### Written Geographic Description(s) of the Project Area(s):

5. Every written geographic description (a document separate from the maps) must stand on its own without the necessity of reference to any extraneous document; a description that relies solely on the use of secondary references will not be accepted.
6. The geographic description shall:
  - a. State the township and range, section number(s) or rancho(s)
  - b. Have a point of beginning (POB) referenced to a known major geographic position (e.g., section corners, intersection of street centerlines, or the intersection of street centerline and an existing agency boundary at the time of filing). A description will be rejected if the POB refers only to a tract map, a subdivision map or a recorded survey map. It is preferable that the POB be the point of departure from an existing agency boundary (when applicable).
  - c. Be expressed as a specific parcel description in sectionalized land (e.g., "The SW 1/4 of Section 22, T1N, R1W") or by bearings and distances. When the description is by bearings and distances, all courses shall be numbered and listed individually in a consistent clockwise direction. The description shall not be written in a narrative format. All courses required to close the traverse of the project area must be stated. All curves must be described by direction of concavity. Delta,

arc length, chord, and radius shall be listed, including radial bearings for all points of non-tangency.

7. The written description shall state the acreage for each separate single area (Special Fee Provisions for each single area as defined but the BOE) and a combined total acreage.

*Example: "Area A containing 2.50 acres, Area B containing 1.75 acres: Total computed acreage containing 4.25 acres more or less."*

8. All information stated on the description must match with the map(s), such as the name of the short title, the point of beginning, the course numbers, all the bearings and distances, and the acreage(s).

#### **Map(s)**

9. All maps shall be professionally and accurately drawn or copied. Rough sketches or pictorial drawings will not be accepted. Assessor's parcel maps will not be accepted as a substitute for the project map.
10. Original or copies of the same size project map must be submitted. Reduced maps are not acceptable and will be rejected.
11. A vicinity map shall be included. The vicinity map shall show the location of the existing sphere in relationship to a larger geographic area that includes major streets and highways or other physical features.
12. Any portion of an existing agency boundary in close proximity to the project area shall be shown and identified.
13. Every map must clearly show all existing streets, roads and highways with their current names that are within and adjacent to the project area. Additionally, every map shall indicate each township and range, section lines and numbers, or ranchos that are in proximity of the project area.
14. Every map shall bear a scale and a north arrow. The point of beginning shall be clearly shown and match the written geographic description.
15. The boundaries of the project area shall be distinctively delineated on each map without masking any essential geographic or political features. The boundaries of the project area must be the most predominant line on the map. Boundary lines that are delineated by a line that exceeds 1.5 millimeter in width will be rejected by the BOE. The use of graphic tape or broad tip marking pens to delineate the boundary is not acceptable.
16. All dimensions needed to plot the boundaries must be given on the map of the project area. Each map shall have numbered courses matching the written geographic description. Index tables may be utilized.

17. All parcels within the project area that touch the new boundary shall be clearly labeled with the assessor's parcel number. Interior parcels that do not touch the boundary need not be identified on the map.
18. If the project area has an interior island(s) of exclusion or the boundary has a peninsula of exclusion (or inclusion), that area(s) should be shown in an enlarged drawing.
19. When it is necessary to use more than one map sheet to show the boundaries of the project area, the sheet size should be uniform. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets must be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines.

## APPLICANT CAMPAIGN CONTRIBUTION DISCLOSURE FORM

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LAFCOs are subject to the campaign disclosure provisions detailed in Government Code §84308, and the Regulations of the Fair Political Practices Commission (FPPC), §18438.1.

**Please carefully read the following information to determine if the provisions apply to you. If you determine that the provisions are applicable, the Campaign Contribution Disclosure Form must be completed and returned to Napa LAFCO with your application.**

1. No LAFCO commissioner shall accept, solicit, or direct a contribution of more than \$500 from any party, participant, or agent thereof while a Commission proceeding is pending, and for 12 months subsequent to the date a final decision is rendered by LAFCO. This prohibition commences when your application has been filed, or the proceeding is otherwise before the Commission for its decision or other action.
2. A party to a LAFCO proceeding shall disclose on the record of the proceeding any contribution of more than \$500 made to any commissioner by the party, or agent, during the preceding 12 months. No party to a LAFCO proceeding, or agent, shall make a contribution to a commissioner during the proceeding and for 12 months following the date a final decision is rendered by LAFCO.
3. Prior to rendering a decision on a LAFCO proceeding, any commissioner who received a contribution of more than \$500 within the preceding 12 months from any party or participant to a proceeding shall disclose that fact on the record of the proceeding. A commissioner shall be disqualified from participating in a proceeding if they willfully or knowingly received a contribution of more than \$500 in the preceding 12 months from a party or a party's agent, or from a participant or participant's agent if the commissioner knows or has reason to know that the participant has a financial interest in the decision. However, if any commissioner receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days from the time the commissioner makes any decision, or knows, or should have known, about the contribution and the relevant proceeding, whichever comes last, that commissioner shall be permitted to participate in the proceeding.

To determine whether a campaign contribution of more than \$500 has been made by you or your agent to a commissioner within the preceding 12 months, all contributions made by you or your agent during that period must be aggregated. (The contributions of an agent are not aggregated with contributions from a party or participant and are counted separately.) Names of current LAFCO commissioners are available at <https://napa.lafco.ca.gov/commission-roster>. If you have questions about Government Code §84308, FPPC regulations, or the Campaign Disclosure Form, please contact Napa LAFCO at 1754 Second Street, Suite C, Napa, CA 94559, (707) 259-8645.

**FINANCIAL DISCLOSURE FORM**

Proposed change(s) of organization:

Name and address of any party, participant, or agent who has contributed more than \$500 to any commissioner within the preceding 12 months:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Date and amount of contribution:

Date: _____	Amount \$ _____
Date: _____	Amount \$ _____

Name of commissioner to whom contribution was made:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

I certify that the above information is provided to the best of my knowledge.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

## FEE SCHEDULE

---

All fees shall be paid prior to the acceptance of an application for processing. All fees should be submitted to LAFCO as a separate check to each of the agencies listed below:

1. LAFCO Processing Fee & Environmental Fee
2. Public Works Department Fee
3. Board of Equalization Filing Fee

Where indicated below, the fees are an initial deposit toward the actual cost of processing an application. The applicant shall enter into an agreement to provide for reimbursement to LAFCO for the actual costs of processing an application. A refund shall be issued for any portion of the fee not used for processing. When deposited fees are expended and additional fees are required, the applicant shall be notified by the Executive Officer or the Commission Clerk to pay an additional deposit amount not exceeding the initial deposit. The proposal shall be suspended until such additional funds are deposited with the LAFCO Clerk. Napa LAFCO's current fully burdened hourly rate for staff time is \$196.44 per hour. The Commission's current fee schedule is available at: <https://napa.lafco.ca.gov/forms#docaccess-294a7c304fd7987b2fcecfd55298d5db21948f27f6066b12d63ffa72ce626d09>.

### **Other Charges**

In addition to the fees specified herein, the Executive Officer may charge an applicant/appellant for the actual costs that are incurred as a result of processing a proposal that are not covered in the Commission's fee schedule. An applicant/appellant may appeal the decision of the Executive Officer in writing. Such an appeal will be presented to the Commission at its next meeting.

Refunds for withdrawn applications shall be based on an estimate by the Executive Officer of the total costs incurred in processing the application up to the date of the withdrawal request.

### **Fee Waiver**

The Commission, as per Government Code §56383, may waive or reduce fees upon finding that payment of fees would be detrimental to the public interest. Requests for fee waiver must be submitted in writing to the Commission, and there is a \$500 fee. The waiver will be considered at a public meeting of the Commission.

FEE SCHEDULE WORKSHEET

If you need help in determining your fees, please contact LAFCO staff for assistance at (707) 259-8645.

1. Check made payable to *Napa LAFCO*:

Sphere of Influence Fee:	\$
Environmental Fees	\$
County Clerk Recorder Filing Fee	\$
Other Fees:	\$
TOTAL	\$

## COST ACCOUNTING AGREEMENT

Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

The cost of processing an application may exceed the initial deposit required. In order to recover any additional costs associated with processing your application, LAFCO has found it necessary to implement a provision of the Fee Schedule that provides full cost recovery for processing an application.

I, \_\_\_\_\_, the landowner and/or responsible Applicant, agree to pay the actual costs pursuant to the Fee Schedule incorporated by reference hereto, plus copying charges and related expenses incurred in the processing of this application. I also understand that if payment on any invoices or billings transmitted prior to final action is not paid within thirty (30) days, I agree that processing of my application may be suspended until payment is received.

In order to implement the cost accounting provisions, please sign and date this statement indicating your agreement to the cost accounting procedure agreement. This signed agreement is required for your application to be accepted for processing. Checks may be made payable to Napa LAFCO and delivered or mailed to the LAFCO Office at 1754 Second Street, Suite C, Napa, CA 94559. If you have questions regarding your application, please contact the LAFCO Office at (707) 259-8645.

_____ Applicant Signature	_____ Date
_____ Applicant Signature	_____ Date
_____ Applicant Signature	_____ Date

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF  
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
AMENDING THE POLICY ON EXECUTIVE OFFICER PERFORMANCE REVIEW**

**WHEREAS**, on April 11, 2001, the Local Agency Formation Commission of Napa County (the “Commission”) adopted a *Policy on Executive Officer Performance Review*; and

**WHEREAS**, on April 5, 2021, the Commission approved an amendment to the *Policy on Executive Officer Performance Review*; and

**WHEREAS**, the Commission considered a proposed amendment to the *Policy on Executive Officer Performance Review* at its regular meeting on February 2, 2026, and invited public comment at that meeting; and

**NOW, THEREFORE, BE IT RESOLVED** that the Commission hereby amends the *Policy on Executive Officer Performance Review* as attached hereto.

This Resolution shall take effect immediately.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on February 2, 2026, after a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, by the following vote:

AYES: Commissioners \_\_\_\_\_

NOES: Commissioners \_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

\_\_\_\_\_  
Beth Painter  
Commission Chair

ATTEST: \_\_\_\_\_  
Brendon Freeman  
Executive Officer

Recorded by: Charlie Gray  
Commission Clerk



## LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

### *Policy on Executive Officer Performance Review*

(Adopted: April 11, 2001; Last Amended: February 2, 2026)

#### **I. Background**

Recognizing that the intent of the Cortese-Knox-Hertzberg Local Government Reorganization Act is that the Commission should function independent of any local agency, the policy of the Commission is that, pursuant to [California Government Code §56384](#), it shall appoint an Executive Officer who serves at-the-will of the Commission.

#### **II. Purpose**

The purpose of this policy is to provide clear and concise direction to the Commission regarding the timing and process for performance reviews of the Executive Officer.

#### **III. Procedures**

The Executive Officer shall be subject to regular performance review by the Commission in closed session. Alternate Commissioners may not participate in a closed session performance review of the Executive Officer unless they are filling in for an absent regular Commissioner. With respect to this performance review, the policy of the Commission is:

- A. The first performance review of the Executive Officer shall occur approximately six months following the date of hire. The second performance review shall occur approximately twelve months following the date of hire. Thereafter performance reviews shall occur annually.
- B. The process for these performance reviews shall be:
  - 1) At least three weeks prior to the meeting at which the review is to take place, the Executive Officer shall send to each Commissioner, including Alternate Commissioners, a letter of self-evaluation. The Executive Officer or Commission Counsel will provide a performance review form or survey following review by the Commission Chair.
  - 2) At least one week prior to the review, each Commissioner and Alternate Commissioner is strongly encouraged to send a completed form or survey to the Commission Chair or the Chair's designee who should be someone other than the Executive Officer.
  - 3) The Chair or Chair's designee shall tabulate and summarize the forms or surveys and present this information to the Commission and the Executive Officer during the performance review.
- C. At the completion of the performance review, the Commission will consider any appropriate action with respect to the compensation of the Executive Officer and submit the completed performance review to Napa County Human Resources.



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY**

*Policy on Spheres*



(Adopted on June 7, 2021)

**Napa LAFCO**

**Sphere of Influence Amendment Application**

1754 Second Street · Suite C · Napa, CA 94559

707-259-8645 · [www.napa.lafco.ca.gov](http://www.napa.lafco.ca.gov) · Proposed Amendment 2/2/26

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## **INSTRUCTIONS & INFORMATION ON THE LAFCO APPLICATION**

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The following information is designed to help you understand and move your project through the various stages of the LAFCO process.

### **General Step by Step Process**

1. Applicant Gathers Application Materials and Meets with Staff for a Pre-Application Meeting
2. Applicant Submits Their Application to LAFCO
3. LAFCO Review Period Begins
4. 30-Day Review – Information Hold Letter or Deemed Sufficient for Filing
5. LAFCO Hearing. LAFCO has the authority to approve, conditionally approve or deny a proposal.
6. 30-Day Reconsideration Period
7. Review requests, if any, for Petition for removal from sphere of influence (§56429)
8. Notification of Commission Action Form
9. Final Notice of Completion with Affected Agencies / Interested Parties
10. LAFCO GIS Boundary Updates

### **Important Tips**

- Any person or local agency may file a written request with the executive officer requesting amendments to a sphere of influence adopted by the commission. The request shall state the nature of the proposed amendment, state the reasons for the request, include a map of the proposed amendment, and contain any additional data and information as may be required by the executive officer (§56428).
- It is important to note that while a SOI amendment, may be initiated by any person or local agency, ultimately, the affected agency must consent to the change and all parties may be required to provide information, conduct studies, and may be subject to conditions of approval.

**Napa LAFCO**  
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## **NAPA LAFCO POLICY ON SPHERES OF INFLUENCE**

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### **I. BACKGROUND**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, beginning with [California Government Code \(G.C.\) §56425](#), requires the Local Agency Formation Commission (LAFCO or “Commission”) to establish and maintain spheres of influence for all local agencies within its jurisdiction. A sphere of influence (SOI) is defined by statute as a “plan for the probable physical boundary and service area of a local government agency as determined by the commission” ([G.C. §56076](#)). Every determination made by LAFCO shall be consistent with the SOIs of the local agencies affected by that determination ([G.C. §56375.5](#)). The Commission encourages cities, towns, and the County of Napa (“County”) to meet and agree to SOI changes. The Commission shall give “great weight” to these agreements to the extent they are consistent with its policies ([G.C. §56425\(b\) and \(c\)](#)). Local agency SOIs are established and changed in part based on information in municipal service reviews, including adopted determinative statements and recommendations ([G.C. §56430](#)).

### **II. PURPOSE**

The purpose of these policies is to guide the Commission in its consideration of SOI amendment requests as well as SOI reviews and updates initiated by LAFCO. This includes establishing consistency with respect to the Commission’s approach in the scheduling, preparation, and adoption of SOI reviews and updates. Requests to amend an SOI may be made by any person or local agency as described in Section VI of this policy. Requests to amend an SOI are encouraged to be filed with LAFCO’s Executive Officer as part of the Commission’s municipal service review (MSR) and SOI review process.

### **III. OBJECTIVE**

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It is the intent of the Commission to determine appropriate SOIs that promote the orderly expansion of cities, towns, and special districts in a manner that ensures the protection of the environment and agricultural and open space lands while also ensuring the effective, efficient, and economic provision of essential public services, including public water, wastewater, fire protection and emergency response, and law enforcement. The Commission recognizes the importance of considering local conditions and circumstances in implementing these policies. An SOI is primarily a planning tool that will:

- Serve as a master plan for the future organization of local government within the County by providing long range guidelines for the efficient provision of services to the public;
- Discourage duplication of services by two or more local governmental agencies;
- Guide the Commission when considering individual proposals for changes of organization;
- Identify the need for specific reorganization studies, and provide the basis for recommendations to particular agencies for government reorganizations.

#### IV. DEFINITIONS

Recognizing that an SOI is a plan for the probable physical boundary and service area of a local government agency as determined by LAFCO, the Commission incorporates the following definitions:

- A. “Agricultural lands” are defined as set forth in [G.C. §56016](#).
- B. “Open space” are defined as set forth in [G.C. §56059](#).
- C. “Prime agricultural land” is defined as set forth in [G.C. §56064](#).
- D. “Infill” is defined as set forth in [Public Resources Code §21061.3](#).

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- E. “Underdeveloped land” is defined as land that lacks components of urban development such as utilities or structure(s).
- F. “Vacant land” is defined as land that has no structure(s) on it and is not being used. Agricultural and open space uses are considered a land use and therefore the underlying land is not considered vacant land.
- G. “SOI establishment” refers to the initial adoption of a city or special district SOI by the Commission.
- H. “SOI amendment” refers to a single change to an established SOI, typically involving one specific geographic area and initiated by a landowner, resident, or local agency.
- I. “SOI review” refers to a comprehensive review of an established SOI conducted as part of an MSR. Based on information collected in the SOI review component of an MSR, the Commission shall determine if an SOI update is needed.
- J. “SOI update” refers to a single change or multiple changes to an established SOI, typically initiated by the Commission and based on information collected in the SOI review.
- K. “Zero SOI” when determined by the Commission, indicates a local agency should be dissolved and its service area and service responsibilities assigned to one or more other local agencies.
- L. “Study area” refers to territory evaluated as part of an SOI update for possible addition to, or removal from, an established SOI. The study areas shall be identified by the Commission in consultation with all affected agencies.

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V. LOCAL CONSIDERATIONS

A. General Guidelines for Determining Spheres of Influence

The following factors are intended to provide a framework for the Commission to balance competing interests in making determinations related to SOIs. No single factor is determinative. The Commission retains discretion to exercise its independent judgment as appropriate:

- 1) Land defined or designated in the County of Napa General Plan land use map as agricultural or open space shall not be approved for inclusion within any local agency's SOI for purposes of new urban development unless the action is consistent with the objectives listed in Section III of this policy.
- 2) Land that is within the Napa County Airport Land Use Commission (ALUC) Planning Area shall not be approved for inclusion within any local agency's SOI prior to receiving authorization from the ALUC.
- ~~2)3)~~ The Commission encourages residents, landowners, and local agencies to submit requests for changes to SOIs to the LAFCO Executive Officer as part of the LAFCO-initiated MSR and SOI review process.
- ~~3)4)~~ The first Agricultural Preserve in the United States was created in 1968 by the Napa County Board of Supervisors. The Agricultural Preserve protects lands in the fertile valley and foothill areas of Napa County in which agriculture is and should continue to be the predominant land use. Measure J was passed by voters in 1990 and Measure P was passed by voters in 2008 and requires voter approval for any changes that would re-designate unincorporated agricultural and open-space lands. The Commission will consider the Agricultural Preserve and intent of voters in passing Measure J and Measure P in its decision making processes to the extent they apply, prior to taking formal actions relating to SOIs.
- ~~4)5)~~ In the course of an SOI review for any local agency as part of an MSR, the Commission shall identify all existing outside services provided by the affected agency. For any services provided outside the affected agency's jurisdictional boundary but within its SOI, the Commission shall request

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the affected agency submit an annexation plan or explanation for not annexing the territory that is receiving outside services. For any services provided outside an agency's jurisdictional boundary and SOI, the Commission encourages a dialogue between the County and the affected agency relating to mutually beneficial provisions.

- ~~5)6)~~ In the course of reviewing a city or town's SOI, the Commission will consider the amount of vacant land within the affected city or town's SOI. The Commission discourages SOI amendment requests involving vacant or underdeveloped land that requires the extension of urban facilities, utilities, and services where infill development is more appropriate.
- ~~6)7)~~ A local agency's SOI shall generally be used to guide annexations within a five-year planning period. Inclusion of land within an SOI shall not be construed to indicate automatic approval of an annexation proposal.
- ~~7)8)~~ When an annexation is proposed outside a local agency's SOI, the Commission may consider both the proposed annexation and SOI amendment at the same meeting. The SOI amendment to include the affected territory, however, shall be considered and resolved prior to Commission action on the annexation.
- ~~8)9)~~ A local agency's SOI should reflect existing and planned service capacities based on information collected by, or submitted to, the Commission. This includes information contained in current MSRs. The Commission shall consider the following municipal service criteria in determining SOIs:
- a) The present capacity of public facilities and adequacy of public services provided by affected local agencies within the current jurisdiction, and the adopted plans of these local agencies to address any municipal service deficiency, including adopted capital improvement plans.
  - b) The present and probable need for public facilities and services within the area proposed or recommended for inclusion within the SOI, and the plans for the delivery of services to the area.
- ~~9)10)~~ The Commission shall consider, at a minimum, the following land use criteria in determining SOIs:

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- a) The present and planned land uses in the area, including lands designated for agriculture and open-space.
- b) The present and probable need for public facilities and services in the area.
- c) The present capacity of public facilities and adequacy of public services that the local agency provides or is authorized to provide.
- d) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the local agency.
- b)e) Consistency with the County General Plan and the general plan of any affected city or town.
- e)f) Adopted general plan policies of the County and of any affected city or town that guide future development away from lands designated for agriculture or open-space.
- d)g) Adopted policies of affected local agencies that promote infill development of existing vacant or underdeveloped land.
- e)h) Amount of existing vacant or underdeveloped land located within any affected local agency's jurisdiction and current SOI.
- f)i) Adopted urban growth boundaries by the affected ~~land-use authorities~~ local agency.

**B. Scheduling Sphere of Influence Reviews and Updates**

G.C. §56425(g) directs the Commission to review and update each SOI every five years, as necessary. Each year, the Commission shall adopt a Work Program with a schedule for initiating and completing MSR and SOI reviews based on communication with local agencies. This includes appropriate timing with consideration of city, town, and County general plan updates. The Commission

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shall schedule SOI updates, as necessary, based on determinations contained in MSRs.

**C. Environmental Review**

SOI establishments, amendments, and updates will be subject to the review procedures defined in the California Environmental Quality Act (CEQA) and the Napa LAFCO CEQA Guidelines. If an environmental assessment or analysis is prepared by an agency for a project associated with an SOI establishment, amendment, or update, and LAFCO is afforded the opportunity to evaluate and comment during the Lead Agency's environmental review process, then LAFCO can act as a Responsible Agency under CEQA for its environmental review process. All adopted environmental documents prepared for the project, a copy of the filed Notice of Determination/Notice of Exemption, and a copy of the Department of Fish and Wildlife fee receipt must be submitted as part of the application. Completion of the CEQA review process will be required prior to action by the Commission.

**VI. REQUESTS FOR SPHERE OF INFLUENCE AMENDMENTS**

**A. Form of Request**

Any person or local agency may file a written request with the Executive Officer requesting amendments to an SOI pursuant to [G.C. §56428\(a\)](#). Requests shall be made using the form provided in ~~Attachment A and be accompanied by a cover letter and a map of the proposed amendment~~[this packet](#). Requests shall include an initial deposit as prescribed under the Commission's adopted Schedule of Fees and Deposits. The Executive Officer may require additional data and

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information to be included with the request. Requests by cities, towns, and special districts shall be made by resolution of application.

**B. Review of Request**

The Executive Officer shall review and determine within 30 days of receipt whether the request to amend an agency's SOI is complete. If a request is deemed incomplete, the Executive Officer shall immediately notify the applicant and identify the information needed to accept the request for filing.

**C. Consideration of Request**

Once a request is deemed complete, the Executive Officer will prepare a written report with a recommendation. The Executive Officer will present his or her report and recommendation at a public hearing for Commission consideration. The public hearing will be scheduled for the next meeting of the Commission for which adequate notice can be given. The Commission may approve, approve with conditions, or deny the request for an SOI amendment. The Commission's determination and any required findings will be set out in a resolution that specifies the area added to, or removed from, the affected agency's SOI. While the Commission encourages the participation and cooperation of the subject agencies, the determination of an SOI is a LAFCO responsibility and the Commission is the sole authority as to the sufficiency of the documentation and consistency with law and LAFCO policy.

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**SPHERE OF INFLUENCE APPLICATION CHECKLIST**

The following information must be submitted when filing a proposal with the Napa Local Agency Formation Commission (LAFCO); additional information may be requested during review of the proposal.

- 1. Completed **SPHERE OF INFLUENCE APPLICATION CHECKLIST** with applicable materials (everything listed in the checklist).
- 2. Any person or local agency may file a written request to the Executive Officer for a SOI Amendment.
- 3. **LAFCO QUESTIONNAIRE.**
- 4. A **MAP AND GEOGRAPHIC DESCRIPTION** of the proposal territory perimeter for the proposed boundary change(s), and a reproducible parcel map
- 5. **ENVIRONMENTAL DOCUMENTATION** to comply with the California Environmental Quality Act (CEQA); submit documents for applicable category only. For an ND, MND, or EIR, a copy of the Notice of Determination and the Environmental Filing Cash Receipt for the fee paid to the California Department of Fish and Wildlife must be submitted.
  - (a) CATEGORICAL EXEMPTION (CE): Submit document if an agency has determined is exempt.
  - (b) NEGATIVE DECLARATION (ND) or MITIGATED NEGATIVE DECLARATION (MND): Submit document from agency making said determination.\*
  - (c) ENVIRONMENTAL IMPACT REPORT (EIR): Submit a copy of the certified Final EIR.
  - (d) NO CEQA DOCUMENTATION: If the proposed action has not been analyzed pursuant to the requirements of CEQA, please indicate this and CEQA will be performed by LAFCO and the appropriate level of documentation will be determined, i.e. CE, ND, MND or EIR.
- 6. **APPLICANT FINANCIAL DISCLOSURE FORM.**
- 7. **LAFCO PROCESSING FEES & COST ACCOUNTING AGREEMENT.**
- 8. **PRE-APPLICATION MEETING.** A pre-application meeting with staff is strongly encouraged due to the complexity of submittal requirements and applicable laws. (Limited to 2 hours of staff time at no cost.)

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**QUESTIONNAIRE**

The information provided in this application will be used to evaluate this proposal. Please complete this form to facilitate our review. Please respond to all items in this form, indicating "NA" when an item does not apply. It is important to note that while a SOI amendment may be initiated by any person or local agency, ultimately, the affected agency must consent to the change and all parties may be required to provide information, conduct studies, and may be subject to conditions of approval.

**Subject Agency(ies)**

(City or Special District): \_\_\_\_\_

**Describe Proposed**  
**SOI Change(s):** \_\_\_\_\_

**Applicant/ Agents**

**Name**

**Email**

**Telephone**

**Mailing**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Interested Parties**

**Name**

**Email**

**Telephone**

**Mailing**

1. \_\_\_\_\_

2. \_\_\_\_\_

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**Sphere of Influence Amendment Application**

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3.

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4.

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**A. General Information**

1. This application was initiated by:

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2. State reason(s) for requesting the proposed action **at this time.**

3. Describe the use of developed property within the proposal territory, including details about existing structures, if applicable. Describe anticipated development of vacant property, including types of buildings, number of units, supporting facilities, etc., and when development is scheduled to occur, if applicable.

4. State the location of the property and its general location in relation to communities, freeways/highways, roads, etc.:

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5. Describe the present and planned uses in the area, including agricultural and open space lands.

6. Describe the present and probable need for public facilities and services in the area.

7. Describe the present capacity of public facilities and adequacy of public services which the agency provides or is authorized to provide.

8. Describe the existence of any social or economic communities of interest in the area that the Commission may determine are relevant to the agency.

**B. Land Use Information**

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1. Total acreage: \_\_\_\_\_

2. Assessor Parcel Number(s): \_\_\_\_\_

a. If multiple parcels are involved in the sphere request, will any be consolidated?

3. Indicate the current zoning:

a. County: \_\_\_\_\_

b. City: \_\_\_\_\_

4. What community plan or General Plan is the territory in:

\_\_\_\_\_

5. The County/City General Plan land use designation:

\_\_\_\_\_

6. Describe any special land use concerns found in General Plans:

7. What is the proposed land use?

\_\_\_\_\_

8. Has the affected territory been rezoned?  No  Yes

If yes, what is the rezoning use and densities (if applicable) permitted?

9. Indicate below all permits or approvals that will be needed, or have been granted by, the County or any city or town to complete the project.

<u>Type of Approval</u>	<u>File No.</u>	<u>Approval Date</u>	<u>Resolution attached?</u>
<u>Tentative Parcel Map</u>			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> N/A

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<u>Use Permit</u>			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> N/A
<u>City/Town/County</u> <u>General Plan</u> <u>Amendment</u>			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> N/A
<u>City/Town Rezoning</u>			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> N/A
<u>County Rezone</u>			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> N/A
<u>Other</u>			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> N/A

10. Have any of the above-mentioned approvals been appealed?  No  Yes

If yes, please state when the project was appealed, who appealed it, and when it was or will be reconsidered.

11. Is the affected territory subject to a Williamson Act Contract or Farmland Security Zone Contract?

No  Yes

If yes, please attach the following (if applicable)

- Copy of contract
- Board of Supervisor's resolution upholding contract
- City resolution protesting contract
- City resolution succeeding to contract

12. How will the proposal assist a city, town, or the County to achieve its fair share of regional housing needs as determined by its current General Plan Housing Element, and are any RHNA transfer agreements applicable?

**C. Environmental Information**

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1. Has an environmental determination (Notice of Exemption, Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report) been adopted and/or certified by a legislative body?

No  Yes (If yes, please attach a copy)

a. Is the certified environmental documentation currently being challenged?  No  Yes

2. Is the site presently zoned for or engaged in agricultural use?

If yes, please explain:

3. Does the site contain prime agricultural land as defined in Gov. Code §56064?  No  Yes

4. Will extension of services requested for this proposal induce growth on affected property?  No  Yes

a. On adjacent properties?  No  Yes

b. Unincorporated?  No  Yes

c. Vacant?  No  Yes

5. Please provide a detailed description of the environmental setting of the site, including any information related to potential environmental impacts associated with an SOI amendment:

6. Terrain:

Level to gently rolling (0-10%)

Slopes (10-30%)

Steep slopes (over 30%)

7. Hydrology:

Streams, lakes, or marshes on site?  No  Yes

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If yes, please explain:

Is there irrigation on site?                       No                       Yes

Is the site within a GSA managed subbasin?                       No                       Yes

8. Has the natural vegetation already been removed or altered?                       No                       Yes

9. Are there any endangered plant species on site?                       No                       Yes

10. Have any endangered or threatened species been identified?                       No                       Yes

If yes, please explain:

**I hereby certify that the statements made in this entire Sphere of Influence Amendment Application are to the best of my knowledge accurate.**

\_\_\_\_\_  
PRINT name of person completing this application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
email

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

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## **MAP & GEOGRAPHIC DESCRIPTION REQUIREMENTS**

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Map and geographic descriptions should meet LAFCO and State Board of Equalization (BOE) requirements; listed below:

1. The map & geographic description shall be prepared by a Registered Civil Engineer or a Licensed Land Surveyor.
2. First submittal shall be digital. Once the map and geographic description have been reviewed and determined to be definite and certain you may submit four (4) copies.
3. Applicable fees shall be paid by the applicant for County Surveyor Review and BOE filing on or after LAFCO Approval in accordance with their fee schedules.
4. Map and Geographic Description examples are available on our website at <https://napa.lafco.ca.gov/forms#docaccess-2a46c94dc49dab89e9f407edd9b39b9d13760c553ca9c083fee68af7d980f859>.

### **Written Geographic Description(s) of the Project Area(s):**

5. Every written geographic description (a document separate from the maps) must stand on its own without the necessity of reference to any extraneous document; a description that relies solely on the use of secondary references will not be accepted.
6. The geographic description shall:
  - a. State the township and range, section number(s) or rancho(s)
  - b. Have a point of beginning (POB) referenced to a known major geographic position (e.g., section corners, intersection of street centerlines, or the intersection of street centerline and an existing agency boundary at the time of filing). A description will be rejected if the POB refers only to a tract map, a subdivision map or a recorded survey map. It is preferable that the POB be the point of departure from an existing agency boundary (when applicable).
  - c. Be expressed as a specific parcel description in sectionalized land (e.g., "The SW 1/4 of Section 22, T1N, R1W") or by bearings and distances. When the description is by bearings and distances, all courses shall be numbered and listed individually in a consistent clockwise direction. The

## Napa LAFCO Sphere of Influence Amendment Application

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description shall not be written in a narrative format. All courses required to close the traverse of the project area must be stated. All curves must be described by direction of concavity. Delta, arc length, chord, and radius shall be listed, including radial bearings for all points of non-tangency.

7. The written description shall state the acreage for each separate single area (Special Fee Provisions for each single area as defined but the BOE) and a combined total acreage.

Example: "Area A containing 2.50 acres, Area B containing 1.75 acres: Total computed acreage containing 4.25 acres more or less."

8. All information stated on the description must match with the map(s), such as the name of the short title, the point of beginning, the course numbers, all the bearings and distances, and the acreage(s).

### Map(s)

9. All maps shall be professionally and accurately drawn or copied. Rough sketches or pictorial drawings will not be accepted. Assessor's parcel maps will not be accepted as a substitute for the project map.

10. Original or copies of the same size project map must be submitted. Reduced maps are not acceptable and will be rejected.

11. A vicinity map shall be included. The vicinity map shall show the location of the existing sphere in relationship to a larger geographic area that includes major streets and highways or other physical features.

12. Any portion of an existing agency boundary in close proximity to the project area shall be shown and identified.

13. Every map must clearly show all existing streets, roads and highways with their current names that are within and adjacent to the project area. Additionally, every map shall indicate each township and range, section lines and numbers, or ranchos that are in proximity of the project area.

14. Every map shall bear a scale and a north arrow. The point of beginning shall be clearly shown and match the written geographic description.

15. The boundaries of the project area shall be distinctively delineated on each map without masking any essential geographic or political features. The boundaries of the project area must be the most predominant line on the map. Boundary lines that are delineated by a line that exceeds 1.5 millimeter

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in width will be rejected by the BOE. The use of graphic tape or broad tip marking pens to delineate the boundary is not acceptable.

16. All dimensions needed to plot the boundaries must be given on the map of the project area. Each map shall have numbered courses matching the written geographic description. Index tables may be utilized.

17. All parcels within the project area that touch the new boundary shall be clearly labeled with the assessor's parcel number. Interior parcels that do not touch the boundary need not be identified on the map.

18. If the project area has an interior island(s) of exclusion or the boundary has a peninsula of exclusion (or inclusion), that area(s) should be shown in an enlarged drawing.

19. When it is necessary to use more than one map sheet to show the boundaries of the project area, the sheet size should be uniform. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets must be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines.

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**APPLICANT CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

LAFCOs are subject to the campaign disclosure provisions detailed in Government Code §84308, and the Regulations of the Fair Political Practices Commission (FPPC), §18438.1.

**Please carefully read the following information to determine if the provisions apply to you. If you determine that the provisions are applicable, the Campaign Contribution Disclosure Form must be completed and returned to Napa LAFCO with your application.**

1. No LAFCO commissioner shall accept, solicit, or direct a contribution of more than \$500 from any party, participant, or agent thereof while a Commission proceeding is pending, and for 12 months subsequent to the date a final decision is rendered by LAFCO. This prohibition commences when your application has been filed, or the proceeding is otherwise before the Commission for its decision or other action.
2. A party to a LAFCO proceeding shall disclose on the record of the proceeding any contribution of more than \$500 made to any commissioner by the party, or agent, during the preceding 12 months. No party to a LAFCO proceeding, or agent, shall make a contribution to a commissioner during the proceeding and for 12 months following the date a final decision is rendered by LAFCO.
3. Prior to rendering a decision on a LAFCO proceeding, any commissioner who received a contribution of more than \$500 within the preceding 12 months from any party or participant to a proceeding shall disclose that fact on the record of the proceeding. A commissioner shall be disqualified from participating in a proceeding if they willfully or knowingly received a contribution of more than \$500 in the preceding 12 months from a party or a party's agent, or from a participant or participant's agent if the commissioner knows or has reason to know that the participant has a financial interest in the decision. However, if any commissioner receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days from the time the commissioner makes any decision, or knows, or should have known, about the

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contribution and the relevant proceeding, whichever comes last, that commissioner shall be permitted to participate in the proceeding.

To determine whether a campaign contribution of more than \$500 has been made by you or your agent to a commissioner within the preceding 12 months, all contributions made by you or your agent during that period must be aggregated. (The contributions of an agent are not aggregated with contributions from a party or participant and are counted separately.) Names of current LAFCO commissioners are available at <https://napa.lafco.ca.gov/commission-roster>. If you have questions about Government Code §84308, FPPC regulations, or the Campaign Disclosure Form, please contact Napa LAFCO at 1754 Second Street, Suite C, Napa, CA 94559, (707) 259-8645.

**FINANCIAL DISCLOSURE FORM**

Proposed change(s) of organization:

Name and address of any party, participant, or agent who has contributed more than \$500 to any commissioner within the preceding 12 months:

1.

2.

3.

Date and amount of contribution:

Date:

Amount \$

Date:

Amount \$

Name of commissioner to whom contribution was made:

1.

2.

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I certify that the above information is provided to the best of my knowledge.

Printed Name:

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Signature:

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Date:

Phone:

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**FEE SCHEDULE**

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All fees shall be paid prior to the acceptance of an application for processing. All fees should be submitted to LAFCO as a separate check to each of the agencies listed below:

1. LAFCO Processing Fee & Environmental Fee
2. Public Works Department Fee
3. Board of Equalization Filing Fee

Where indicated below, the fees are an initial deposit toward the actual cost of processing an application. The applicant shall enter into an agreement to provide for reimbursement to LAFCO for the actual costs of processing an application. A refund shall be issued for any portion of the fee not used for processing. When deposited fees are expended and additional fees are required, the applicant shall be notified by the Executive Officer or the Commission Clerk to pay an additional deposit amount not exceeding the initial deposit. The proposal shall be suspended until such additional funds are deposited with the LAFCO Clerk. Napa LAFCO's current fully burdened hourly rate for staff time is \$196.44 per hour. The Commission's current fee schedule is available at: <https://napa.lafco.ca.gov/forms#docaccess-294a7c304fd7987b2fcecfd55298d5db21948f27f6066b12d63ffa72ce626d09>.

**Other Charges**

In addition to the fees specified herein, the Executive Officer may charge an applicant/appellant for the actual costs that are incurred as a result of processing a proposal that are not covered in the Commission's fee schedule. An applicant/appellant may appeal the decision of the Executive Officer in writing. Such an appeal will be presented to the Commission at its next meeting.

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Refunds for withdrawn applications shall be based on an estimate by the Executive Officer of the total costs incurred in processing the application up to the date of the withdrawal request.

**Fee Waiver**

The Commission, as per Government Code §56383, may waive or reduce fees upon finding that payment of fees would be detrimental to the public interest. Requests for fee waiver must be submitted in writing to the Commission, and there is a \$500 fee. The waiver will be considered at a public meeting of the Commission.

**FEE SCHEDULE WORKSHEET**

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If you need help in determining your fees, please contact LAFCO staff for assistance at (707) 259-8645.

**1. Check made payable to Napa LAFCO:**

<u>Sphere of Influence Fee:</u>	_____
	\$
<u>Environmental Fees</u>	_____
	\$
<u>County Clerk Recorder Filing Fee</u>	_____
	\$
<u>Other Fees:</u>	_____
	\$
<u>TOTAL</u>	_____
	\$

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**COST ACCOUNTING AGREEMENT**

Applicant:

Mailing Address:

Telephone:

E-mail Address:

The cost of processing an application may exceed the initial deposit required. In order to recover any additional costs associated with processing your application, LAFCO has found it necessary to implement a provision of the Fee Schedule that provides full cost recovery for processing an application.

I, \_\_\_\_\_, the landowner and/or responsible Applicant, agree to pay the actual costs pursuant to the Fee Schedule incorporated by reference hereto, plus copying charges and related expenses incurred in the processing of this application. I also understand that if payment on any invoices or billings transmitted prior to final action is not paid within thirty (30) days, I agree that processing of my application may be suspended until payment is received.

In order to implement the cost accounting provisions, please sign and date this statement indicating your agreement to the cost accounting procedure agreement. This signed agreement is required for your application to be accepted for processing. Checks may be made payable to Napa LAFCO and delivered or mailed to the LAFCO Office at 1754 Second Street, Suite C, Napa, CA 94559. If you have questions regarding your application, please contact the LAFCO Office at (707) 259-8645.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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## LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

### *Policy on Executive Officer Performance Review*

(Adopted: April 11, 2001; Last Amended: ~~April 5, 2021~~[February 2, 2026](#))

#### **I. Background**

Recognizing that the intent of the Cortese-Knox-Hertzberg Local Government Reorganization Act is that the Commission should function independent of any local agency, the policy of the Commission is that, pursuant to [California Government Code §56384](#), it shall appoint an Executive Officer who serves at-the-will of the Commission.

#### **II. Purpose**

The purpose of this policy is to provide clear and concise direction to the Commission regarding the timing and process for performance reviews of the Executive Officer.

#### **III. Procedures**

The Executive Officer shall be subject to regular performance review by the Commission in closed session. Alternate Commissioners may not participate in a closed session performance review of the Executive Officer unless they are filling in for an absent regular Commissioner. With respect to this performance review, the policy of the Commission is:

- A. The first performance review of the Executive Officer shall occur approximately six months following the date of hire. The second performance review shall occur approximately twelve months following the date of hire. Thereafter performance reviews shall occur annually.
- B. The process for these performance reviews shall be:
  - 1) At least three weeks prior to the meeting at which the review is to take place, the Executive Officer shall send to each Commissioner, including Alternate Commissioners, a letter of self-evaluation. The Executive Officer or Commission Counsel will provide a performance review form or survey following review by the Commission Chair.
  - 2) At least one week prior to the review, each Commissioner and Alternate Commissioner is strongly encouraged to send a completed form or survey to the Commission Chair or the Chair's designee who should be someone other than the Executive Officer.

- 3) The Chair or Chair's designee shall tabulate and summarize the forms or surveys and present this information to the Commission and the Executive Officer during the performance review.

*Policy on Executive Officer Performance Review*  
*Page 2 of 2*

- C. At the completion of the performance review, the Commission will consider any appropriate action with respect to the compensation of the Executive Officer and submit the completed performance review to Napa County Human Resources.
- D. ~~The Commission or the Executive Officer may request the use of an outside facilitator to assist in the evaluation process. The Chair shall appoint the facilitator in consultation with the Executive Officer. Should the cost of the facilitator's services exceed the Executive Officer delegated purchasing authority, the cost will be subject to a vote of the Commission at either a regular or special meeting and the facilitator may not commence services until budget authority has been obtained.~~