



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

Agenda Item 9b (Public Hearing)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*

MEETING DATE: June 1, 2026

SUBJECT: Sphere of Influence Amendment Request Involving the Napa Sanitation District and 1089 El Centro Avenue, Proposed El Centro Avenue No. 8 Annexation to the Napa Sanitation District, and Associated CEQA Findings

RECOMMENDATION

It is recommended the Commission take the following actions:

- 1) Open the public hearing and take testimony;
- 2) Close the public hearing;
- 3) Adopt the Resolution of the Local Agency Formation Commission of Napa County Making Determinations – Sphere of Influence (SOI) Amendment Involving the Napa Sanitation District (NSD) and 1089 El Centro Avenue making California Environmental Quality Act (CEQA) findings and approving the SOI amendment request with standard conditions (Attachment 1); and
- 4) Adopt the Resolution of the Local Agency Formation Commission of Napa County Making Determinations – El Centro Avenue No. 8 Annexation to the Napa Sanitation District making CEQA findings and approving the proposed annexation with standard conditions (Attachment 2).

Beth Painter, Chair
Councilmember, City of Napa

Paul Dohring, Commissioner
Councilmember, City of Napa

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

Jeffrey Crosswhite, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

BACKGROUND AND SUMMARY

Applicant: Landowner (application for SOI amendment & petition for annexation)

Proposed Actions: SOI amendment and annexation to NSD

Assessor Parcel Number: 038-110-050

Location: 1089 El Centro Avenue

Area Size: 3.1 acres

Jurisdiction: Unincorporated Napa County

Outside Service Agreement: Yes – grandfathered sewer service outside NSD’s SOI and boundary consistent with California Government Code section 56133(e)(4)

Sphere of Influence Consistency: No – SOI amendment is requested by landowner

Policy Consistency: Yes – see discussion beginning on page 7

Tax Sharing Agreement: Yes – master tax exchange agreement

Landowner Consent: 100%

Protest Proceedings: Waived

CEQA: Exempt – see page 10

Current Land Uses: Two single-family residences

Purpose: Formalize existing outside sewer service agreement and allow any future residences within the affected territory to connect to public sewer service

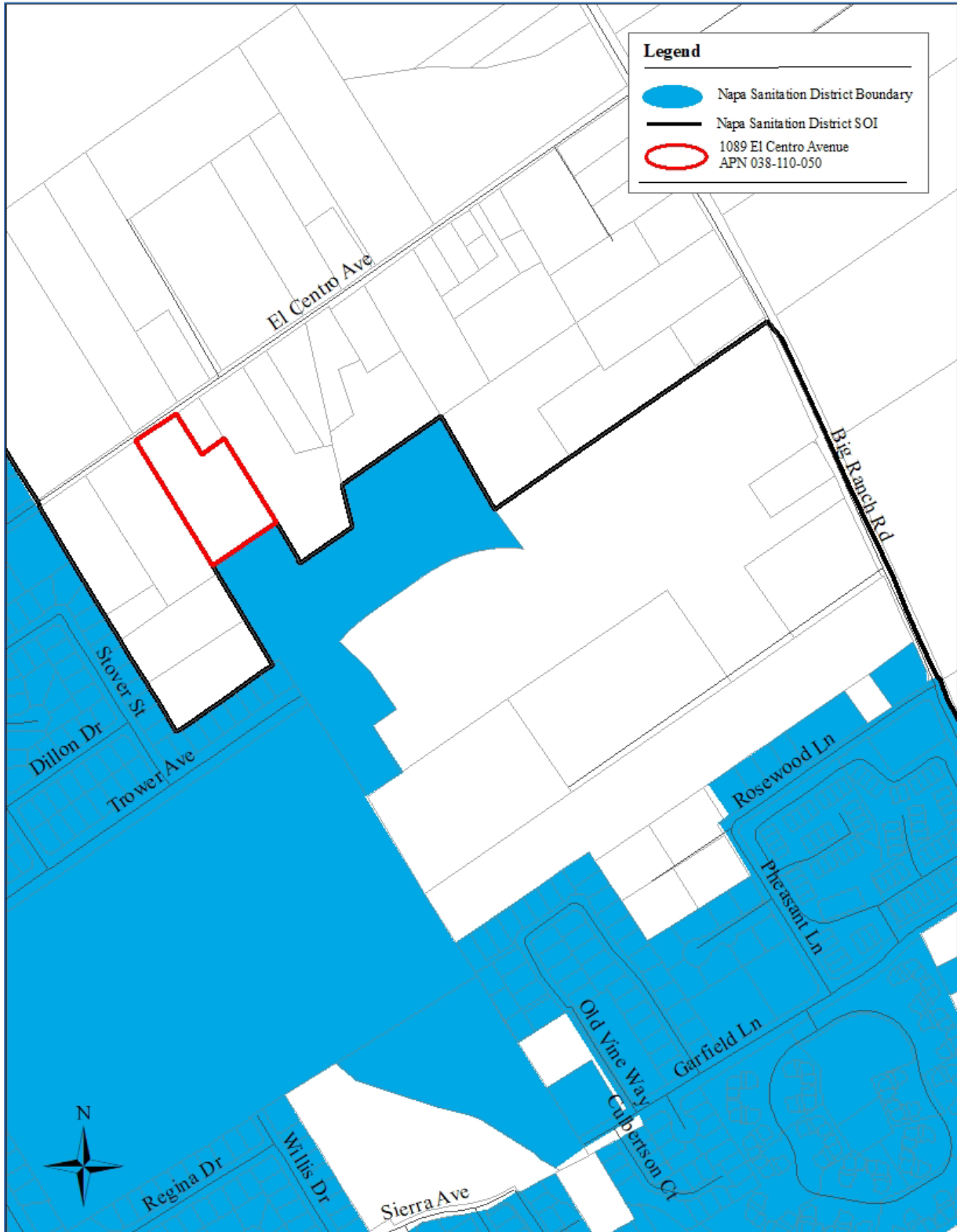
Development Plans: An urban lot split to create a second parcel in the future

Development Potential: County General Plan and zoning allow one single-family dwelling unit per parcel as well as accessory dwelling units and one guest cottage

Application Materials: Attachment 3

Maps of Affected Territory: Following pages

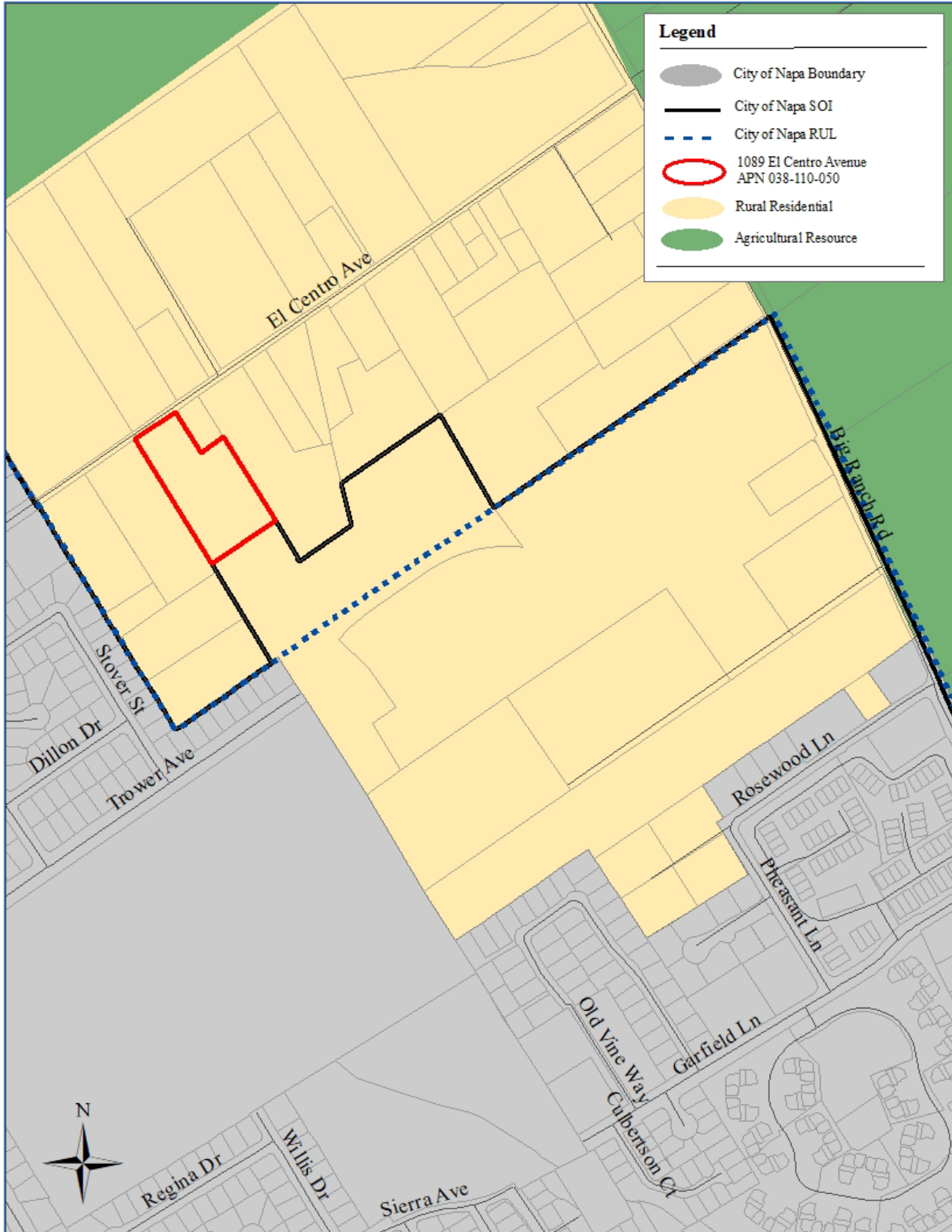
Map showing affected territory, NSD boundary, and NSD SOI:



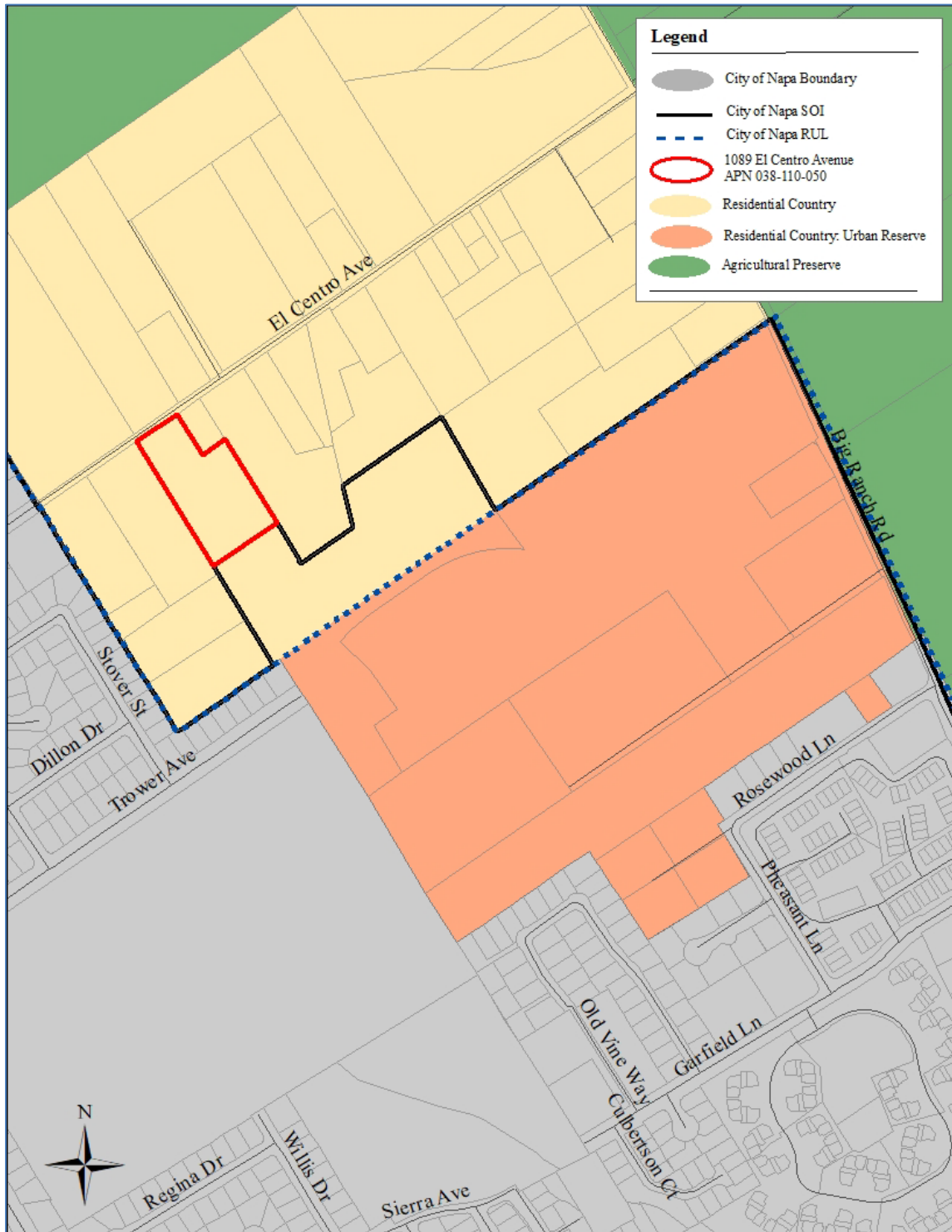
Aerial map showing affected territory, NSD boundary, and NSD SOI:



Map showing affected territory, City boundary, City SOI, City rural urban limit (RUL), and County General Plan land use designations:



Map showing affected territory, City boundary, City SOI, City RUL, and County zoning assignments¹:



¹ The Urban Reserve classification is intended to identify those properties inside the SOI of a city as adopted by LAFCO and a city-adopted urban limit, such as the City of Napa’s RUL, whose continued or future urbanization is contingent upon annexation to the city, as indicated in Napa County general plan policies.

DISCUSSION

SOI Amendment Request

The landowner submitted a formal request to include the affected territory within NSD's SOI, included as part of Attachment 3. Staff recommends approval based on the following.

In determining the SOI of each agency, the Commission is required to consider five specific factors pursuant to California Government Code section 56425. These factors are included as Exhibit Two in the draft resolution amending NSD's SOI, included as Attachment 1.

The Commission's *Policy on SOIs* is included as Attachment 5. The following is a summary of key considerations related to the *Policy on SOIs*.

- Section V(A)(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.
 - Staff response: The affected territory currently receives grandfathered outside sewer service from NSD. There is no formal agreement documenting the outside service. Concurrent SOI amendment and annexation are being proposed by the landowner, which would eliminate any confusion or inefficiency associated with the existing outside service arrangement.

- Section V(A)(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.
 - Staff response: The requested SOI amendment shall be considered and resolved as a separate action prior to consideration of the proposed annexation.

- Section V(A)(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's *Napa Countywide Water and Wastewater MSR* adopted in 2020 indicates NSD has established sufficient capacities and controls to reasonably accommodate current and future sewer service needs within its existing SOI and the affected territory.

- Section V(A)(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.
 - Staff response: Present and planned land uses within the affected territory are residential.
 - b) The present and probable need for public facilities and services in the area.
 - Staff response: The probable need for services is limited to any future additional residential development consistent with the County General Plan designation and zoning.
 - c) The present capacity of public facilities and adequacy of public services that the local agency provides or is authorized to provide.
 - Staff response: NSD has established adequate capacity of facilities and services to serve current and planned uses within the affected territory.
 - 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.
 - Staff response: There are no social or economic communities of interest within the affected territory.
 - e) Consistency with the County General Plan and the general plan of any affected city or town.
 - Staff response: The SOI amendment relates to residential territory and appears consistent with the County General Plan.
 - 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.
 - Staff response: Irrelevant to the SOI amendment request.
 - g) Adopted policies of affected local agencies that promote infill development of existing vacant or underdeveloped land.
 - Staff response: Irrelevant to the SOI amendment request.
 - h) Amount of existing vacant or underdeveloped land located within any affected local agency's jurisdiction and current SOI.
 - Staff response: Irrelevant to the SOI amendment request.
 - i) Adopted urban growth boundaries by the affected local agency.
 - Staff response: Irrelevant to the SOI amendment request.

Proposed El Centro Avenue No. 8 Annexation to NSD

The landowner of the affected territory submitted a proposal to annex the parcel to NSD, included as part of Attachment 3. Staff recommends approval of the annexation.

Protest proceedings are waived pursuant to G.C. section 56662(a) given the affected territory is legally uninhabited (i.e., fewer than 12 registered voters) and 100% property owners and affected located agencies consent to annexation.

The affected territory is subject to a master property tax exchange. NSD will receive no additional property tax allocation following annexation.

In the evaluation of any annexation proposal involving a special district, the Commission is required to consider the factors under G.C. sections 56668 and 56668.3. These factors are addressed in Attachment 4.

The Commission's *Policy on Proposals* is included as Attachment 6. The following is a summary of key considerations related to the *Policy on Proposals*.

- Section V(A)(1): The affected territory shall be included, or the applicant has concurrently requested the affected territory be included, within the affected agency's SOI prior to issuance of the Executive Officer's certificate of filing for the subject annexation proposal. The Executive Officer may agendaize both an SOI amendment and annexation application for Commission consideration and action at the same meeting.
 - Staff response: The applicant has complied by requesting a concurrent SOI amendment involving NSD.

- Section V(D)(1)(a): All annexation proposals to NSD involving territory located outside of the City of Napa should include annexation to the City if the affected territory is located within the City's SOI, is located within the City's Rural Urban Limit (RUL), and annexation is legally possible.
 - Staff response: The affected territory is located outside the City's RUL and SOI, and therefore annexation is not legally possible at this time.

ENVIRONMENTAL REVIEW

Exemptions:

1. Annexations of individual small parcels of the minimum size for facilities exempted by Section 15303.²
2. Annexations where the boundary changes do not change the geographical area in which previously existing powers are exercised (as NSD has already been providing service in this geographical area pursuant to an existing Outside Service Agreement).³

ATTACHMENTS

- 1) Draft Resolution Approving the Amendment to NSD's SOI
- 2) Draft Resolution Approving the Annexation to NSD
- 3) Application Materials
- 4) G.C. §56668 & §56668.3 Factors for Commission Determinations
- 5) Policy on SOIs
- 6) Policy on Proposals

² CEQA Guidelines section 15319(b)

³ CEQA Guidelines section 15320

RESOLUTION NO. ____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MAKING DETERMINATIONS**

**SPHERE OF INFLUENCE AMENDMENT INVOLVING
THE NAPA SANITATION DISTRICT AND 1089 EL CENTRO AVENUE**

WHEREAS, a landowner (the “Applicant”) seeking a sphere of influence (SOI) amendment involving the Napa Sanitation District and unincorporated territory located at 1089 El Centro Avenue has filed an application (the “Application”) with the Local Agency Formation Commission of Napa County, hereinafter referred to as “Commission,” pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

WHEREAS, the Application seeks Commission approval to amend the sphere of influence of the City to include approximately 3.1 acres of territory comprising one entire parcel identified by the County of Napa Assessor’s Office as APN 038-110-050; and

WHEREAS, the Executive Officer prepared a written report on the Application in accordance with Government Code Section 56428; and

WHEREAS, said Executive Officer’s report has been presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all evidence related to the Application, including oral and written testimony presented at a duly noticed public hearing held on June 1, 2026; and

WHEREAS, the Commission considered all the factors required by law under California Government Code Section 56425.

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The Recitals above are true and correct and are fully incorporated herein.
2. The SOI of the Napa Sanitation District is hereby amended to include all areas within the current SOI of the Napa Sanitation District plus the area shown in Exhibit One.
3. The underlying activity, annexation of the affected territory, is categorically exempt from further review pursuant to CEQA Guidelines section 15319(b), which exempts annexations of individual small parcels of the minimum size for facilities exempted by CEQA Guidelines section 15303. The annexation also qualifies for an exemption pursuant to CEQA Guidelines section 15320, which exempts changes in organization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised. The records upon which these findings are made are located at the Commission’s administrative office located at 1754 Second Street, Suite C, Napa, California 94559.

- 4. Pursuant to California Government Code Section 56425, the Commission adopts the statement of determinations as set forth in Exhibit Two, attached hereto and incorporated herein by reference.
- 5. The Commission hereby directs staff to file a Notice of Exemption in compliance with CEQA.
- 6. The effective date of this SOI amendment shall be the date upon which the Executive Officer is in receipt of all outstanding Commission fees.
- 7. The Executive Officer shall revise the official records of the Commission to reflect the SOI amendment upon the effective date.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 1, 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 Livingston
 Commission Clerk

EXHIBIT ONE

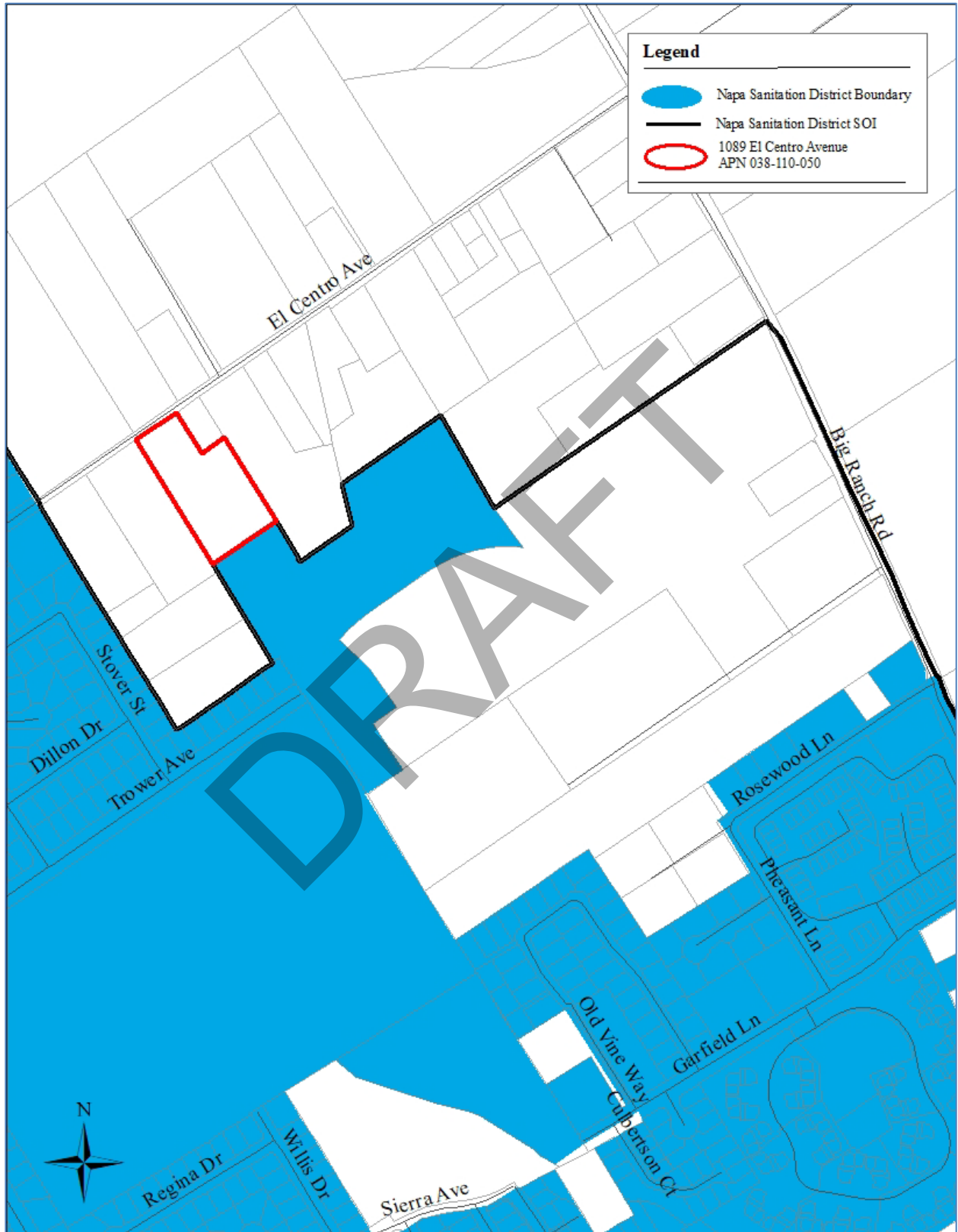


EXHIBIT TWO

STATEMENT OF DETERMINATIONS

SPHERE OF INFLUENCE AMENDMENT INVOLVING THE NAPA SANITATION DISTRICT AND 1130 TROWER AVENUE

1. Present and planned land uses, including agricultural and open-space lands (Government Code §56425(e)(1)):

The County of Napa General Plan assigns the affected territory a land use designation of *Rural Residential* and zoning standard of *Residential Country*. These land use characteristics prescribe a minimum lot size of one acre. The affected territory is developed with two single-family residences.

2. The present and probable need for public facilities and services (Government Code §56425(e)(2)):

The affected territory presently receives outside sewer service from the Napa Sanitation District through a grandfathered agreement consistent with G.C. Section 56133. Other public services available to the affected territory include fire protection, law enforcement, flood control, resource conservation, and mosquito abatement. If further development requiring public sewer service becomes possible within the affected territory, any new development would need to be within the Napa Sanitation District's SOI and jurisdictional boundary prior to connecting to public sewer infrastructure.

3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide (Government Code §56425(e)(3)):

The Napa Sanitation District has established sufficient capacities and controls to reasonably accommodate future sewer service needs within the District's existing sphere of influence as well as to properties with existing outside service agreements, which includes the affected territory. This statement is predicated on information collected and analyzed in the Commission's *Napa Countywide Water and Wastewater Municipal Service Review* adopted in 2020 and updated in 2021. No service deficiencies for the area were identified in the Municipal Service Review.

4. The existence of any social or economic communities of interest if the Commission determines that they are relevant to the agency (Government Code §56425(e)(4)):

There are no social or economic communities of interest in the affected territory.

5. Present and probable need for public services for disadvantaged unincorporated communities (Government Code §56425(e)(5)):

Inclusion of the affected territory within the Napa Sanitation District's sphere of influence is not related to the need for public services for disadvantaged unincorporated communities.

RESOLUTION NO. ____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MAKING DETERMINATIONS**

**EL CENTRO AVENUE NO. 8
ANNEXATION TO THE NAPA SANITATION DISTRICT**

WHEREAS, an application for a proposed change of organization has been filed with the Local Agency Formation Commission of Napa County, hereinafter referred to as “Commission,” pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

WHEREAS, the proposal seeks Commission approval to annex approximately 3.1 acres of unincorporated land to the Napa Sanitation District and represents one entire parcel located at 1089 El Centro Avenue and identified by the County of Napa Assessor’s Office as Assessor’s Parcel Number (APN) 038-110-050; and

WHEREAS, the Commission’s Executive Officer has reviewed the proposal and prepared a report with recommendations in accordance with Government Code section 56665; and

WHEREAS, the Executive Officer’s report and recommendations have been presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a noticed public meeting held on the proposal on June 1, 2026; and

WHEREAS, the Commission considered all the factors required by law under Government Code sections 56668 and 56668.3 as well as adopted local policies and procedures; and

WHEREAS, the Commission finds the proposal consistent with the sphere of influence established for the Napa Sanitation District; and

WHEREAS, the Commission finds that all owners of land affected by the proposal consent to the subject annexation; and

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The Factors for Commission Determinations provided in the Executive Officer's written report are hereby incorporated herein by this reference and are adequate.
2. The underlying activity, annexation of the affected territory, is categorically exempt from further review pursuant to CEQA Guidelines section 15319(b), which exempts annexations of individual small parcels of the minimum size for facilities exempted by CEQA Guidelines section 15303. The annexation also qualifies for an exemption pursuant to CEQA Guidelines section 15320, which exempts changes in organization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised. The records upon which these findings are made are located at the Commission's administrative office located at 1754 Second Street, Suite C, Napa, California 94559.
3. The proposal is APPROVED subject to completion of item number 11 below.
4. This proposal is assigned the following distinctive short-term designation:

**EL CENTRO AVENUE NO. 8
ANNEXATION TO THE NAPA SANITATION DISTRICT**

5. The affected territory is shown on the map in the attached Exhibit "A".
6. The affected territory so described is uninhabited as defined in California Government Code section 56046.
7. The Napa Sanitation District utilizes the regular assessment roll of the County of Napa.
8. The affected territory will be taxed for existing general bonded indebtedness of the Napa Sanitation District.
9. The proposal shall be subject to the terms and conditions of the Napa Sanitation District.
10. The Commission waives conducting authority proceedings in accordance with California Government Code section 56662(a).
11. Recordation is contingent upon receipt by the Executive Officer of the following:
 - (a) A final map and geographic description of the affected territory determined by the County Surveyor to conform to the requirements of the State Board of Equalization.
 - (b) All outstanding Commission fees.
 - (c) Written confirmation from the Napa Sanitation District that it is acceptable to record a Certificate of Completion.
12. The effective date shall be the date of recordation of the Certificate of Completion. The Certificate of Completion must be recorded within one calendar year unless an extension is requested and approved by the Commission.

13. The Commission hereby directs staff to file a Notice of Exemption in compliance with CEQA.

14. The Commission hereby directs staff to mail a copy of this resolution as required by Government Code section 56882.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 1, 2026, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

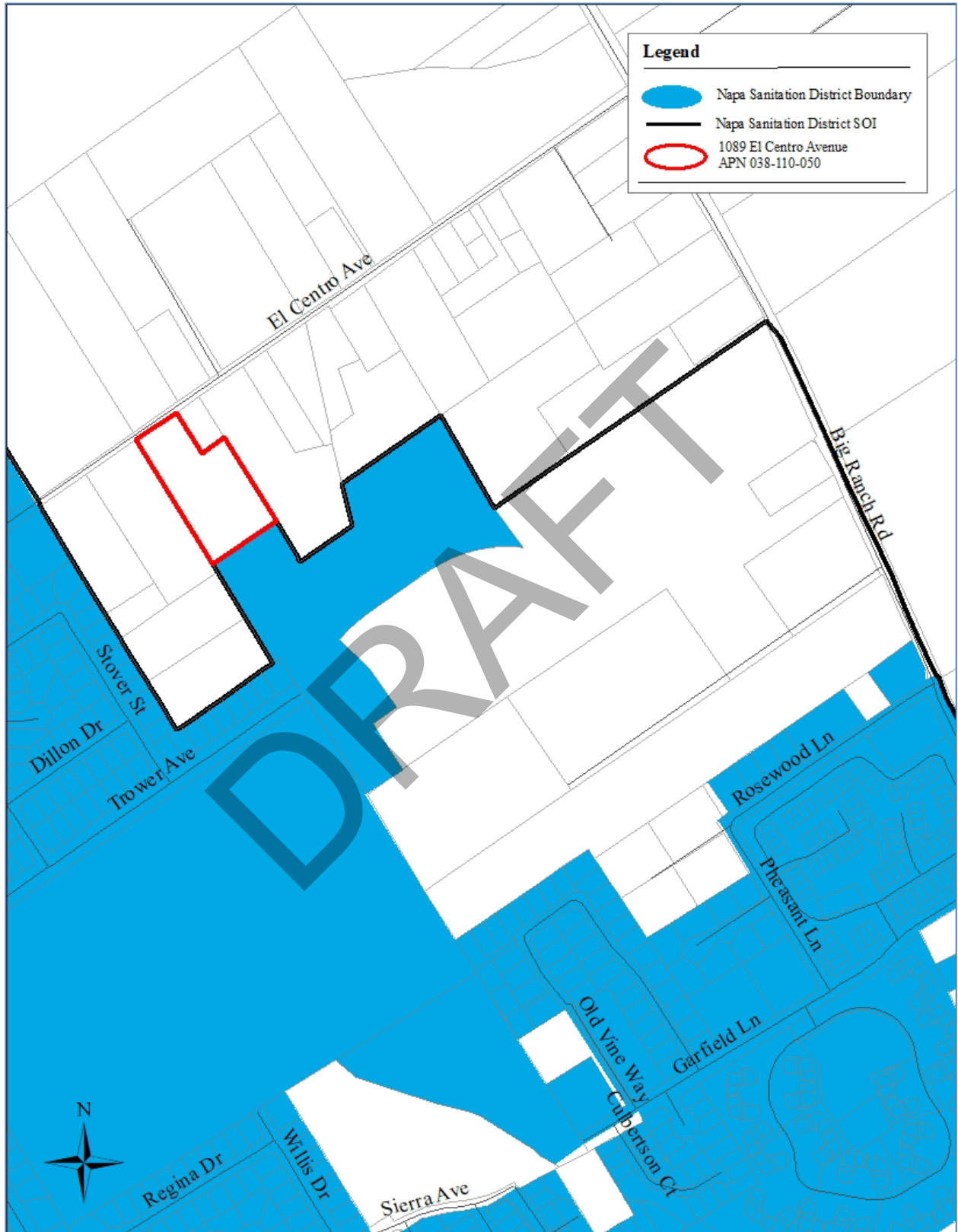
ABSTAIN: Commissioners _____

Beth Painter
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Charlie Livingston
Commission Clerk

EXHIBIT A



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): Napa Sanitation District

Describe Proposed SOI Change(s): Add 1089 El Centro Avenue (APN 038-110-050)

Applicant/ Agents

Name	Email	Telephone	Mailing
1. Jesse Van Coutren	jessejvc@gmail.com	707-337-1890	1089 El Centro Ave, Napa, CA
2.			
3.			
4.			
5.			

Interested Parties

Name	Email	Telephone	Mailing
1. Jesse Van Coutren	jessejvc@gmail.com	707-337-1890	1089 El Centro Ave Napa, CA 94558
2. Megan Van Coutren	meganvc02@gmail.com	707-337-1303	same as above
3.			
4.			

A. General Information

1. This application was initiated by:

Jesse Van Centren

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

to attach to existing sewer line on the property

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.

Submitting SB9 application to split 1089 El Centro Ave into 2 lots. We plan on building a home on the second lot and wish to attach that home to the existing sewer line going through the property.

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

1089 El Centro Ave.

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

Horse ranch, single family houses/adu

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

Existing home has an outside service agreement to tie into 10" sewage line running through the property. If SB9 lot split is approved, we wish to build a home ~~on~~ on the second lot and tie into the sewage line too.

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

Defer to Napa Sanitation District on the extent of upstream properties connected to the existing 10" main and present capacity.

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.

Adjacent neighboring properties may also benefit from being added to the SOI.

B. Land Use Information

1. Total acreage: 3.1
2. Assessor Parcel Number(s): 038-110-050-000
 - a. If multiple parcels are involved in the sphere request, will any be consolidated?
3. Indicate the current zoning:
 - a. County: RC
 - b. City: N/A
4. What community plan or General Plan is the territory in:

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

Rural Residential

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

N/A

7. What is the proposed land use?

Residential

8. Has the affected territory been rezoned? No Yes

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

County of Napa zoning is RC (Residential Country) which allows one single-family dwelling per legal lot as well as accessory dwelling units and one guest cottage.

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	PL26-00042	Pending	<input checked="" 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?

The proposed addition to Napa Sanitation District's SOI will facilitate economical sewer connections and promote additional housing.

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? **Yes**

If yes, please explain:

The property has previously been used as a horse ranch.

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 **only if also added to SOI**

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:

The subject property and surrounding properties are rural residences with generally flat topography covered with landscaping, grassy fields or vineyards.

Napa LAFCO
Sphere of Influence Amendment Application

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:

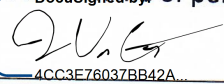
I hereby certify that the statements made in this entire Sphere of Influence Amendment Application are to the best of my knowledge accurate.

Jesse Van Coutren

2/26/2026

PRINT name of person completing this application

Date



jessejvc@gmail.com

Signature

email

3084 Encanto Drive, Napa, CA 94558

707-337-1890

Address

Phone Number

III. GENERAL INFORMATION

A. Location:	1089 El Centro Ave	038-110-050	3.1
	Street Address	Assessor Parcel Number	Acres
	Street Address	Assessor Parcel Number	Acres
	Street Address	Assessor Parcel Number	Acres
	Street Address	Assessor Parcel Number	Acres

Total Location Size (Including Right-of-Ways) 3.1 acres

B. Landowners:

- (1) Assessor Parcel Number : 038-110-050 Name: Jesse Van Coutren
 Mailing Address: 1089 El Centro Ave, Napa, CA 94558
 Phone Number: 707-337-1890 E-mail: jessejvc@gmail.com
- (2) Assessor Parcel Number : _____ Name: _____
 Mailing Address: _____
 Phone Number: _____ E-mail: _____
- (3) Assessor Parcel Number : _____ Name: _____
 Mailing Address: _____
 Phone Number: _____ E-mail: _____
- (4) Assessor Parcel Number : _____ Name: _____
 Mailing Address: _____
 Phone Number: _____ E-mail: _____

Use Additional Sheets As Needed

C. Population:

- (1) Total Number of Residents: 4
- (2) Total Number of Registered Voters: 2

D. Land Use Factors:

- (1a) County General Plan Designation: Rural Residential
- (1b) County Zoning Standard: RC
- (2a) Applicable City General Plan Designation: N/A
- (2b) Applicable City Pre-zoning Standard: N/A
(Required for City Annexations)

E. Existing Land Uses: Residential homesite
(Specific)

F. Development Plans:

- (1a) Territory Subject to a Development Project? Yes No
- (1b) If Yes, Describe Project: An urban lot split as allowed by senate bill 9 to create a second parcel on the County lot
- (1c) If No, When Is Development Anticipated? _____

G. Physical Characteristics:

- (1) Describe Topography: Flat valley floor property with drainage running north to south very gradually
- (2) Describe Any Natural Boundaries: none
- (3) Describe Soil Composition and Any Drainage Basins: Clayey soils consistent with valley floor soil types. Drainage to the south (Salvador channel).
- (4) Describe Vegetation: Limited vegetation consisting of ornamentals and various shrubs/scrub trees.

H. Williamson Act Contracts
(Check One)

Yes

No

IV. GOVERNMENTAL SERVICES AND CONTROLS

A. Plan For Providing Services:

- (1) Enumerate and Describe Services to Be Provided to the Affected Territory:

**Connect an additional sewer service to new lot created
by the SB9 urban lot split.**

- (2) Level and Range of Services to Be Provided to the Affected Territory:

Single new sewer service.

- (3) Indication of When Services Can Feasibly Be Extended to the Affected Territory:

As soon as available.

- (4) Indication of Any Infrastructure Improvements Necessary to Extend Services to the Affected Territory:

None

- (5) Information On How Services to the Affected Territory Will Be Financed:

Privately by landowner.

V. ENVIRONMENTAL INFORMATION

A. Environmental Analysis (City annexations require pre-zoning.)

(1) **Lead Agency for Proposal:** Napa Sanitation
 Name

(2) **Type of Environmental Document Previously Prepared for Proposal:**

- Environmental Impact Report
- Negative Declaration/Mitigated Negative Declaration
- Categorical/Statutory Exemption: _____
 Type
- None

Provide Copies of Associated Environmental Documents

VI. ADDITIONAL INFORMATION

A. Approval Terms and Conditions Requested For Commission Consideration:

None

Use Additional Sheets As Needed

B. Identify Up to Three Agencies or Persons to Receive Proposal Correspondence:

(Does not include affected landowners or residents)

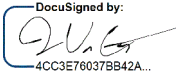
(1) Recipient Name: Jeremy Sill
 Mailing Address: 1515 Fourth Street, Napa, CA 94559
 E-Mail: jsill@rsacivil.com

(2) Recipient Name: _____
 Mailing Address: _____
 E-Mail: _____

(3) Recipient Name: _____
 Mailing Address: _____
 E-Mail: _____

VII. CERTIFICATION

I certify the information contained in this application is correct. I acknowledge and agree the Local Agency Formation Commission of Napa County is relying on the accuracy of the information provided in my representations in order to process this application proposal.

Signature:  _____
4CC3E76037BB42A...
Printed Name: Jesse Van Coutren _____

Title: Owner _____

Date: 5/4/2026 _____

FACTORS FOR COMMISSION CONSIDERATION

Government Code §56668 & §56668.3 require a review of the following factors:

FACTOR TO CONSIDER	COMMENT
1. Population and density [§56668(a)]	Population 4
2. Land area and land use [§56668(a)]	3.1 acres, 2 single-family residences presently
3. Assessed valuation [§56668(a)]	Land: \$1,249,500 Structural improvements: \$1,096,500 Total: \$2,346,000
4. Topography, natural boundaries and drainage basins [§56668(a)]	Relatively flat, drainage basin is <i>Napa River – Salvador Channel</i>
5. Proximity to other populated areas [§56668(a)]	Affected territory is in proximity to City of Napa residential area and Garfield Park.
6. Likelihood of significant growth in the area, adjacent areas during next 10 years [§56668(a)]	No immediate plans for significant growth in the area in the next 10 years.
7. Need for government services [§56668(b)]	Existing County services provided at adequate levels: Fire and emergency protection, law enforcement. Water provided via private onsite well. Sewer provided by NSD via outside service agreement. Annexation to NSD sought for future further development.
8. Government services present cost, adequacy and controls in area [§56668(b)]	NSD provides adequate cost control measures and controls in the area. Analysis: Napa Countywide Water Wastewater MSR Updated 10-4-21
9. Government services effect of proposal on cost, adequacy and controls in area and adjacent areas [§56668(b)]	No effect – applicant will pay own way.

<p>10. Effects on adjacent areas, on mutual social and economic interests, and on local governmental structure in the County</p> <p>[§56668(c)]</p>	<p>Adjacent to existing NSD boundary and SOI, no effect on governmental structure in the County.</p>
<p>11. Effects on planned efficient patterns of urban development</p> <p>[§56668(d)]</p>	<p>No effect</p> <p>County General Plan: <i>Rural Residential</i></p> <p>County Zoning: <i>Residential Country</i></p>
<p>12. Effects on maintaining physical and economic integrity of agricultural lands</p> <p>[§56668(e)]</p>	<p>No effect</p>
<p>13. Boundaries: logical, contiguous, not difficult to serve, definite and certain</p> <p>[§56668(f)]</p>	<p>One entire parcel contiguous to existing NSD boundary and SOI.</p>
<p>14. Conformance to lines of assessment, ownership</p> <p>[§56668(f)]</p>	<p>One parcel: APNs 038-110-050</p>
<p>15. Creation of islands, corridors, irregular boundaries</p> <p>[§56668(f)]</p>	<p>No effect</p>
<p>16. Consistency with regional transportation plan</p> <p>[§56668(g)]</p>	<p>No specific projects in regional transportation plan (RTP), <i>Plan Bay Area 2050</i></p>
<p>17. Consistency with city or county general and specific plans</p> <p>[§56668(h)]</p>	<p>County General Plan: <i>Rural Residential</i></p> <p>County Zoning: <i>Residential Country</i></p>
<p>18. Consistency with spheres of influence</p> <p>[§56668(i)]</p>	<p>Proposal includes amendment to NSD SOI, annexation is contingent upon SOI amendment approval.</p>
<p>19. Comments from affected agencies and other public agencies</p> <p>[§56668(j)]</p>	<p>No comments received</p>

<p>20. Ability of agency to provide service including sufficiency of revenues [§56668(k)]</p>	<p>NSD has established adequate ability to provide service and maintain sufficient revenues. Analysis: Central County Region Municipal Service Review adopted in 2014 and Napa Countywide Water Wastewater MSR Updated 10-4-21</p>
<p>21. Timely availability of adequate water supply [§56668(l)]</p>	<p>No effect</p>
<p>22. Fair share of regional housing needs [§56668(m)]</p>	<p>Possible contribution to regional housing needs if further developed in the future.</p>
<p>23. Information or comments from landowners, voters, or residents in proposal area [§56668(n)]</p>	<p>100% consent of landowners</p>
<p>24. Existing land use designations [§56668(o)]</p>	<p>County General Plan: <i>Rural Residential</i> County Zoning: <i>Residential Country</i></p>
<p>25. Effect on environmental justice [§56668(p)]</p>	<p>No documentation or evidence suggesting the proposal will have any implication</p>
<p>26. Safety Element of GP concerns; identified as very high fire hazard zone [§56668(q)]</p>	<p>Not located in a high fire hazard zone or a state responsibility area</p>
<p>27. Special district annexations: for the interest of landowners or inhabitants within the district and affected territory [§56668.3(a)(1)]</p>	<p>Annexation to NSD would allow for an urban lot split as allowed by Senate Bill 9 to create a second parcel on the County lot, connect an additional sewer service to new lot created by the SB9 urban lot split.</p>

NAPA LAFCO POLICY ON SPHERES OF INFLUENCE

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 LAFCO conferring with 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.



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Policy on Proposals

(Adopted: August 9, 1972; Last Amended: December 5, 2022)

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) specifies the Local Agency Formation Commission (LAFCO) of Napa County's principal objectives are discouraging urban sprawl, preserving open space and agricultural resources, and encouraging the orderly formation and development of cities, towns, and special districts and their municipal services based on local conditions.¹ Regulatory duties include approving or disapproving proposals involving the formation, reorganization, expansion, and dissolution of cities, towns, and special districts. The Commission's regulatory actions must be consistent with its adopted written policies and procedures. The Commission must also inform its regulatory duties through a series of planning activities, which includes establishing and updating spheres of influence (SOIs).²

II. Purpose

The purpose of this policy is to guide the Commission in considering proposals for changes of organization as defined under [California Government Code \(G.C.\) §56021](#) and reorganizations as defined under [G.C. §56073](#).

III. Objective

It is the objective of the Commission to acknowledge and incorporate the policies of the Legislature regarding the promotion of orderly, well-planned development patterns that avoid the premature conversion of agricultural and open space lands and ensure effective, efficient, and economic provision of essential public services. The Commission reserves discretion in administering these policies to address special conditions and circumstances as needed.

IV. Commission Declarations

The Commission declares its intent not to permit the premature conversion of agricultural or open space lands to urban uses. The Commission shall adhere to the following policies in the pursuit of this intent, and all proposals shall be reviewed with these policies as guidelines.

A) Use of Municipal Service Reviews:

In evaluating a proposal, the Commission will use information contained within the most recently completed Municipal Service Review (MSR) for any affected agencies. The Commission retains discretion to determine if the most recent MSR is adequate for making decisions related to proposals.

¹ CKH is codified under [G.C. §56000](#) et seq.

² The Commission's *Policy on Spheres of Influence* is available online at: <https://www.napa.lafco.ca.gov>.

- B) Use of County General Plan Designations:
In evaluating a proposal, the Commission will give great weight to the Napa County General Plan to determine designated agricultural and open space lands. The Commission recognizes that inconsistencies may occur between the County General Plan and city or town general plans with respect to agricultural and open space designations. Notwithstanding these potential inconsistencies, the Commission will give great weight to the County General Plan in recognition of the public support expressed in both the incorporated and unincorporated areas of Napa County for the County's designated agricultural and open space lands through enactment of Measure P in 2008.³
- C) Recognition of the Napa County Agricultural Preserve:
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. The Commission will consider the Agricultural Preserve in the processing of proposals.
- D) Location of Urban Development:
The Commission will give great weight to urban growth boundaries and guide urban development away from agricultural or open space lands until such times as urban development becomes an overriding consideration as determined by the Commission. The Commission encourages urban development be located within areas designated for urban use in the County General Plan and in close proximity to a city, town, or special district that can provide any needed public services. Urban development should be discouraged if it is apparent that any needed public services necessary for the proposed development cannot readily be provided by a city, town, or special district.
- E) Timing of Urban Development:
The Commission discourages proposals involving the premature annexation of undeveloped or underdeveloped lands to cities, towns, and special districts that provide potable water, sewer, fire protection and emergency response, or police protection services. This policy does not apply to proposals in which the affected lands are subject to a specific development plan or agreement under consideration by a land use authority. This policy does not apply to city or town annexation proposals in which the affected lands are part of an unincorporated island.⁴
- F) Encouragement of Reorganizations:
The Commission encourages reorganization proposals when appropriate and feasible to facilitate boundary changes involving two or more local governmental agencies. The Commission recognizes the efficiency of reorganizations to simplify and expedite logical and orderly concurrent boundary changes.

³ Measure P is an extension of Measure J, which was enacted in 1990 and requires voter approval for any changes that would re-designate unincorporated agricultural and open space lands.

⁴ The Commission's *Policy on Unincorporated Islands* is available online at: <https://www.napa.lafco.ca.gov>.

- G) Factors for Evaluating Proposals Involving Agricultural or Open Space Lands:
The Commission recognizes there are distinct and varying attributes and classifications associated with agricultural and open space designated lands. A proposal which includes agricultural or open space land shall be evaluated considering the following factors:
- (1) "Agricultural land", as defined by [G.C. §56016](#).
 - (2) "Prime agricultural land", as defined by [G.C. §56064](#).
 - (3) "Open space", as defined by [G.C. §56059](#).
 - (4) Land that is under contract to remain in agricultural or open space use, such as a Williamson Act Contract or Open Space Easement.
 - (5) Land with a County General Plan agricultural or open space designation (*Agricultural Resource* or *Agriculture, Watershed and Open Space*).
 - (6) The adopted general plan policies of the County and any affected city or town.
- H) Activating Latent Services and Deactivating Existing Services:
Commission approval is required for a special district to establish new services (i.e., activate latent service powers that were not previously authorized) or divestiture of existing services (i.e., deactivate service powers that were previously authorized) within all or parts of its jurisdictional boundary. Requests by a special district shall be made by adoption of a resolution of application and include all the information required and referenced under [G.C. §56824.12](#).

V. Policies Concerning Annexations

- A) General Policies Concerning All Annexations:
- (1) Inclusion in SOI:
The affected territory shall be included, or the applicant has concurrently requested the affected territory be included, within the affected agency's SOI prior to issuance of the Executive Officer's certificate of filing for the subject annexation proposal. The Executive Officer may amend both an SOI amendment and annexation application for Commission consideration and action at the same meeting.
 - (2) Property Tax Exchange Agreement:
A property tax exchange agreement between all affected agencies should be in place prior to submittal of an annexation proposal.

- (3) Inclusion of Public Rights-of-Way:
When a proposal for annexation involves territory located adjacent to a public right-of-way, the proposal should also include the adjacent portion of right-of-way to facilitate logical and orderly boundaries for any affected agencies.
 - (4) Boundary Modifications:
The Commission encourages modifications to proposed annexation boundaries when appropriate and feasible in order to facilitate logical and orderly boundaries for any affected local agencies. During the preliminary consultation phase, staff will encourage applicants to contact landowners of nearby properties to solicit interest in joining the annexation.
- B) Policies Concerning Annexations to a City or Town:
- (1) General Plan Designation and Rezoning:
The territory proposed for annexation shall be included in the city or town general plan and rezoned prior to submittal of an annexation proposal.
 - (2) Urban Growth Boundaries:
To the extent that a city or town maintains an urban growth boundary, the affected territory proposed for annexation should be included in the urban growth boundary prior to submittal of an annexation proposal. This does not apply to proposals consistent with [G.C. §56742](#).
 - (3) Proposals Within Unincorporated Islands:
When a proposal for annexation involves territory within an unincorporated island, staff will encourage the affected city or town to apply for the annexation of the entire island.
- C) Policies Concerning Annexation of Municipally-Owned Land:
- (1) Land Owned and Used by a City or Town Located Outside Their SOI:
Land that is owned by a city or town, used by the city or town for a municipal purpose, and located outside their SOI may be annexed pursuant to [G.C. §56742](#).
 - (2) Restricted Use Lands Owned by Public Agencies:
The Commission discourages annexation of municipally-owned land designated agricultural or open space in the County General Plan or subject to a Williamson Act contract unless the land will be used for a municipal purpose and no suitable alternative site reasonably exists within the affected agency's SOI.
 - (3) Municipal Purpose Defined:
Municipal purpose means a public service facility, but does not include agricultural or open space land.

D) Concurrent Annexation Policies:

The Commission encourages concurrent annexations to cities, towns, and special districts whenever appropriate and feasible.

(1) City of Napa and Napa Sanitation District (NSD):

a) Annexations to NSD:

All annexation proposals to NSD involving territory located outside of the City should include annexation to the City if the affected territory is located within the City's SOI, is located within the City's Rural Urban Limit, and annexation is legally possible.

b) Annexations to the City:

All annexation proposals to the City involving territory located outside of NSD should annex to NSD if the affected territory is located within NSD's SOI and if service is available.

(2) City of American Canyon and American Canyon Fire Protection District (ACFPD):

a) Annexations to ACFPD:

All annexation proposals to ACFPD involving territory located outside of the City should annex to the City if the affected territory is located within the City's SOI, is located within the City's Urban Limit Line, and annexation is legally possible.

b) Annexations to the City:

All annexation proposals to the City involving territory located outside of ACFPD should annex to ACFPD if the affected territory is located within ACFPD's SOI and if service is available.

(3) County Service Area (CSA) No. 4:

a) Annexations to Cities or Towns:

All annexations to a city or town should include concurrent detachment from CSA No. 4 unless the affected territory has been, or is expected to be, developed to include planted vineyards totaling one acre or more.

VI. Policies Concerning City or Town Incorporations

A) The Commission discourages proposals to incorporate communities unless substantial evidence suggests the County and any affected special districts are not effectively meeting the needs of the community.

B) The Commission discourages proposals to incorporate communities involving land that is not already receiving essential public services from special districts.