



# COMMERCIAL & MIXED-USE DEVELOPMENT GUIDELINES WORKSHEET

*Planning Application Form Attachment*  
Submit to: [planningdepartment@cityofnapa.org](mailto:planningdepartment@cityofnapa.org)

*Mailing Address:*  
PO Box 660  
Napa, CA 94559

**Planning Division**  
1600 First Street  
707.257.9530

The below listed broad stroke commercial and mixed-use design guidelines are intended to stimulate creativity and promote the use of quality materials to achieve better architecturally designed projects for the City of Napa. Before project planning and design begins, an applicant is urged to meet with City Planning staff to clarify how the guidelines apply to the property/project and to review items that must be submitted for a complete application. To schedule an appointment, please contact the City of Napa Community Development Department – Planning Division at 707-257-9530.

1. Building Massing	Meets Design Guidelines		
	Yes	No	NA
A. Massive single building project should be avoided.			
B. Different combinations of building mass should be used to compose a building.			
C. Long, monotonous, uninterrupted walls should be avoided.			

Comments:

2. Facade Composition	Meets Design Guidelines		
	Yes	No	NA
A. Multiple story structures should have a ground level base.			
B. Structures should have a clear pattern of openings and surface features with a defined building entry and interesting roofline(s).			
C. Reflective materials on windows or finish materials should not be used.			
D. The main building entrance should be easily identifiable.			
E. Articulated windows and doorways are recommended.			
F. Windows should be in proportion with wall area. Ground floors should have a higher percentage of window area as compared to upper floors.			
G. Corner buildings should provide a prominent corner entrance.			
H. Side and rear building facades should have a trim level and finish compatible with the front façade.			
I. Blank wall areas should be minimized and decorative vines, murals, and/or surface enhancements should be considered to eliminate blank walls.			

Comments:

3. Building Architectural Add-Ons	Meets Design Guidelines		
	Yes	No	NA
A. Porches and balconies are recommended for hotels and mixed-use developments. Porches and balconies should have attractive railing.			
B. Awnings with colorful fabric are recommended for retail buildings.			
C. Trellis and canopies should incorporate into and enhance the building's architecture. The design of the trellis and/or canopies should be derived from the building's architecture.			
D. Ornamental brackets, poles, and hanging flower or plant baskets are recommended for retail storefronts.			

Comments:

4. Wall and Surface Materials	Meets Design Guidelines		
	Yes	No	NA
A. The wall palette of materials should be complementary to the design.			
B. Durable and timeless materials are recommended as a basic base building material or an accent material for walls, columns, and sills. If base stone materials are used, then they should appear structural.			
C. Exterior materials that are low maintenance and easy to clean are encouraged.			

Comments:

5. Roofs	Meets Design Guidelines		
	Yes	No	NA
A. Peaked, gable-end roofs are recommended; however, well designed flat roofs are acceptable.			
B. Roof overhangs should extend past the building face to contribute to the character of the building.			
C. Roof ridges should be aligned to be parallel and/or perpendicular to the street frontages.			
D. Metal seam roofing should be anodized, fluor-coated to be non-reflective. Copper roofs should be natural or oxidized.			
E. Accent elements like cut-out openings, grilles, and latticework, reliefs, or ornamental medallions are recommended.			
F. Mechanical equipment should be screened.			
G. Roof vents and flashing should be painted to blend into the building.			

Comments:

6. Color	Meets Design Guidelines		
	Yes	No	NA
A. Earth tone colors are generally acceptable but should also include accent and related secondary colors to create visual interest.			
B. Bright colors should be used in context. Typical applications are on fabric awnings, banners, and/or special architectural features.			

Comments:

7. Pedestrian Oriented Storefronts	Meets Design Guidelines		
	Yes	No	NA
A. The building base should have a base panel of special material below display windows (stone, tile, etc.).			
B. Large pane windows are recommended for retail or active pedestrian frontages. Where privacy is desired for restaurants or professional services, smaller articulated windows could be used.			
C. Transom windows are recommended for new and renovated storefronts.			
D. Storefront entries should be recessed and possibly include special paving material, ornamental ceilings, and decorative light fixtures.			
E. Entry doors should be substantial and well-detailed and match the architecture of the building.			

Comments:

8. Lighting	Meets Design Guidelines		
	Yes	No	NA
A. Lighting sources should be shielded to direct lighting sources onto the subject property.			
B. Building mounted and site lighting is recommended for pedestrian oriented and highly visible areas.			
C. Building mounted lighting should accent the buildings architectural features.			

Comments:

9. Site Improvements	Meets Design Guidelines		
	Yes	No	NA
A. Paving material like stone, pavers, and colored concrete meeting access requirements should be incorporated into the exterior pedestrian walkways.			
B. Walls, fences, and piers should be designed to reflect the architecture of the principal building.			
C. Fountains, public art, and/or other landscape enhancements are recommended in hardscape open spaces (entrances, pedestrian ways, courtyards, etc.) and should integrate with the principal building architecture.			
D. Chain link fences and unfinished unsurfaced block walls are not recommended.			
E. Service areas (delivery areas/trash enclosures) and access drives should be screened.			

Comments:

10. Parking Lot and Building Landscaping	Meets Design Guidelines		
	Yes	No	NA
A. Deciduous trees with open branch structures should be used to provide fall color along the street and parking areas.			
B. Evergreen shrubs and trees could be used for screening and buffering where appropriate.			
C. Flowering shrubs and trees are recommended to highlight pedestrian areas.			
D. Seasonal plant materials that exhibit annual or seasonal color are recommended to highlight special locations.			
E. Parking lots should be landscaped with shade trees with a planting ratio of one tree per five parking spaces .			
F. Surface parking lots should be screened from the street.			
G. Service access should be from the rear of the building (where applicable).			

Comments:

11. Vehicle and Pedestrian Access	Meets Design Guidelines		
	Yes	No	NA
A. Pedestrian access from sidewalks should be provided to the main building entry.			
B. Vehicle driveways should be minimized and possibly shared.			
C. Safe, identifiable pedestrian access from parking areas to the building(s) is strongly encouraged.			

Comments: