

Conservation, Development & Planning Department

Work Program Summary

Fiscal Year 2009-10

This document provides a summary of the Conservation, Development & Planning Department's proposed work program for the fiscal year 2009-10.

This summary work program is consistent with the department's proposed budget for FY2009-10, which presents the department's activities in seven (7) budget units: General Plan; Building Division; Planning & Conservation; Code Enforcement; Wildlife Commission; Watershed Information Center & Conservancy; and Parks. Staffing costs appear in two of these budget units: the Building Division (26700) and Planning/Conservation (29000).

In budget year 2009-10, the Department will have 45 full time equivalent (FTE) positions, including a director, three deputy directors (one is the Chief Building Official), seven administrative support positions, and 34 professional staff with a wide variety of job duties. For purposes of this summary work program, each FTE is assumed to provide an average of 1,745 productive hours (2080 total hours minus holidays, vacation, sick leave, other leave).

Personnel and work assignments often evolve in the course of a year due to external forces (e.g. level of permit activity, staff retirements, etc.), and thus this summary should be viewed as a statement of the Department's objectives for the year, and is subject to change.

For more information, please contact one of the Department managers:

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Conservation, Development(Bldg) & Planning Divisions
Work Program -- July 2009-June 2010
(Budget Units #26700, 12700, 29000, 29200, 29400, 29800, 71100)

1. Building Permit Processing

8.8 FTEs

- Building permit intake and initialization; screening and routing;
- Building division plan review & applicant correspondence;
- Planning division building clearances;
- Fee assessment; permit issuance

2. Building Inspections & Scheduling

4.0 FTEs

- Inspection scheduling & coordination/assignments
- Building inspections; correction notices & clearances
- Inspections of all electrical, plumbing and HVAC system installations.

3. Erosion Control Plan (ECPA) Processing

2.00 FTEs

- Evaluate proposed vineyard development plans for conformance with the Zoning Ordinance/Conservation regulations and California Environmental Quality Act(CEQA)
- Prepare CEQA documents including categorical exemptions and initial studies for smaller projects; and manage consultant preparation of initial studies, negative declarations, and EIRs for larger and more complex projects
- Some major vineyard projects in process include: Circle S; Walt Ranch; Suscol Mtn.
- Perform pre-application meetings, field reviews, technical review/recommendations, site inspections/monitoring, winterization/final inspections, and project management
- Coordinate project review with RCD, other departments, and regulatory agencies

4. Use Permit & Other Permit Processing

4.5 FTEs

- Process use permits and related applications, including preparation of CEQA documents, staff reports, required notices, decision documents and overall project/file management.
- Review and process Airport Industrial Area projects, including required consultation with the Cities of Napa and American Canyon
- Some major projects in process include: Napa Pipe Redevelopment, Vintner's Village Resort (St. Helena Factory Outlets), Luciana Golf Course in Pope Valley, Angwin Eco Village, and projects in the Airport Industrial Area.
- Various minor projects such as use permit modifications, administrative permits, signs, temporary events, temporary trailers, entry structures, road name changes, home occupations, etc.

5. Public Information/Pre-Application Assistance Provision

5.5 FTEs

- Provide counter and telephone assistance to the public and professionals regarding the California Environmental Quality Act (CEQA), County General Plan, Zoning Ordinance, and other regulations, permit applications/processing, mapped environmental resources and hazards, and property information
- Provide counter and telephone assistance to the public and professionals regarding Building code questions and the building permit process
- Hold pre-application meetings with applicants to review for completeness and conformance with County standards prior to formal submission and to answer questions regarding the submission, review and approval process

6. Referral Processing (Other Departments/Agencies)

0.5 FTEs

- Prepare County environmental clearances for all County sponsored projects including Public Works, Airport, Environmental Management, County Counsel, Flood Control, NCTPA, Waster Transfer Authority, Open Space District, Housing Authority working in tandem with project managers for those Departments/Agencies
- Prepare County environmental clearances for various permit referrals, including lot-line adjustments, special events permit, selected well and wastewater system permit, etc.
- Review and comment on State water rights applications
- Review California Department of Forestry (CDF) timberland harvest/conversion plans(THP/TCPs), attend pre-harvest inspections, provide review comments as necessary, monitor responses, and coordinate with CDF staff

7. General Plan Implementation

1.0 FTEs

- Continue General Plan Implementation, including development of a groundwater monitoring program, GHG emissions reductions plan, and zoning ordinance changes called for in the General Plan Update and the Housing Element

8. ALUC Staffing and Support

0.15 FTEs

- Prepare staff reports and notice ALUC meetings as required; evaluate prospective projects near the airports and facilitate the Commission's compatibility review.
- Prepare and analyze amendments to the compatibility plan if desired.

9. Watershed Information Center & Conservancy (WICC) Board

0.80 FTEs

- Monitor policy and regulatory development by the State Water Resources Control Board(SWRCB) and Regional Water Quality Control Boards(RWQCB), including Sediment Total Maximum Daily Load (TMDL), In-Stream Flow Policy and others; provide regular updates/recommendations to the WICC and Board of Supervisors
- Provide support to the Rutherford Dust Napa River restoration project
- Support/oversight of Integrated Regional Water Management Planning(IRWMP) process
- Seek grant funding to support community watershed programs and manage watershed related grant contracts awarded in support of the WICC programs
- Oversee the WICC website and Education/Outreach Program; work in coordination with the Resource Conservation District (RCD) and other departments/organizations.
- Implement action items per WICC Board Strategic Plan and the General Plan Update

10. Regional Park & Open Space District & Lake Berryessa Visitors Service Plan (VSP) Coordination

1.0 FTEs

- Provide staff support to the Regional Park and Open Space District Board
- Implement the District's work plan, including planning for and opening existing public lands for recreation, developing partnerships with other public agencies, non-profits and private businesses, volunteer development, and selected acquisition of important lands and resources for the community
- Pursue grants and other funding opportunities in support of the program
- Monitor BOR's implementation of the VSP and coordinate with federal agency staff as needed to recover County costs.

11. Planning Commission, ZA and Other Meeting Support

1.8 FTEs

- Support for the Planning Commission, Zoning Administrator, Airport Land Use Commission, Wildlife Commission, Watershed Information Center & Conservancy Board & Committees.

- 12. Appeals** **0.25 FTEs**
- Includes appeals of staff and Planning Commission decisions to the Board of Supervisors
- 13. Compliance/Code Enforcement** **3.1 FTEs**
- Identify Building Code and Zoning Ordinance violations from complaints/inspections.
 - Compliance/enforcement includes undertaking investigations, field checks, property owner contact, follow-up site visits, correspondence, and abatement/resolution.
 - Also utilizes staff from other departments/divisions and contract consultants
 - If necessary, document case and turn over to County Counsel or DA for resolution.
- 14. GIS Maps & Graphics Development** **2.0 FTEs**
- Provide graphics, maps, power-point and GIS services for the Department, as well as the Board of Supervisors, CEO and other county departments, as needed
 - Develop and maintain GIS databases, including ECPA, land use, winery and others
 - Integration/maintenance of Baseline Data Report (BDR) environmental data, continued conversion and refinement of Environmental Resource Mapping System into GIS format; maintain/update system as new data becomes available.
 - Provide internal and external County website/Chardonnay support
 - Provide mapping services and products to the public upon request
- 15. Wildlife Conservation Commission Staff Support** **0.15 FTEs**
- Review and manage the annual grant funding application process
 - Schedule/conduct meetings of the Commission, coordinate presentations & field visits
- 16. Williamson Act Agricultural Contract Processing** **0.20 FTEs**
- Provide applicant assistance and process applications for new/amended contracts
 - Presentation and reports to the Board of Supervisors
 - Work with County Counsel on contract modifications due to changes in state law(s)
 - Work with Public Works on contract revisions/Lot Line Adjustments
- 17. Mining Activity Oversight** **0.15 FTEs**
- Conduct state-mandated annual inspections of mining activities and mine reclamation
 - Annually review permit conditions and security assurances/bond amounts
 - Prepare and file required inspection reports with State Office of Mine Reclamation
- 18. Board/Commission Special Projects/Information Requests** **0.20 FTEs**
- Carry out special projects as directed by the Board, Commission, and CEO.
 - Current projects include: ordinance changes related to code enforcement, preparation of 9111 reports as needed and participation with incorporated cities/town about growth related issues.
- 19. Zoning/Conservation/Building Ordinance Updates** **0.35 FTEs**
- Periodically prepare ordinances related to process improvements (example: farmers market changes, rooster/chicken changes, etc.)
 - Review/adjust fee ordinance annually

20. Support of County Projects & Other Programs

0.50 FTEs

- Support programs and agencies such as NCTPA/TAC/Strategic Plan, Firewise, Airport improvement projects, Traffic Mitigation Fee program update, Recycled water pipelines, and Integrated Regional Water Management Planning (IRWMP)
- Provide General Plan conformity determinations for County capital improvements.
- Monitor the Blue Ridge/Berryessa Area (BRBNA) strategic planning group, attend meetings, and provide periodic updates to the Board
- Participate in LAFCO hearings, review staff reports and coordinate County comments

21. Addressing

0.25 FTEs

- Assign addresses to new dwellings and commercial units; reconcile other addressing issues.

22. IS Systems development (Website/Accela)

1.0 FTEs

- Maintain and improve the Department's permit tracking system; design customer service related improvements to the Department's web page

23. General Administration

6.80 FTEs

- Department-wide administrative tasks, including budgeting, accounting, billing, payroll and timekeeping, human resources, furnishings and supplies, etc.
- Non-project staff time, including staff meetings, staff training, timekeeping, etc.

Total Department FTEs :

45.0 FTEs