



Agenda Date: 10/10/2006  
Agenda Placement: 8A  
Set Time: 9:15 AM  
Estimated Report Time: 1 Hour

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Hillary Gitelman - Director  
Conservation, Development & Planning  
**REPORT BY:** Hillary Gitelman, Director, 253-4805  
**SUBJECT:** Joint meeting with the Conservation, Development and Planning Commission

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### **RECOMMENDATION**

Joint Meeting of the Board of Supervisors and the Planning Commission, with discussion and possible action concerning the following topics:

1. The status of the General Plan update;
2. Code enforcement program accomplishments & needed tools; and
3. Other Commissioner/Supervisor comments or concerns.

### **EXECUTIVE SUMMARY**

The Conservation, Development, and Planning Commission meets periodically with the Board of Supervisors to discuss items of a Planning nature. The last such meeting occurred in May of 2006. The current meeting is intended to provide both the Commission and the Board with a report regarding the status and scope of the General Plan Update. In addition, at their last joint-meeting, the Planning Commission and the Board requested a briefing regarding code enforcement activities and the tools and resources available for this activity. The Board and Commission may also wish to discuss other items related to the Department's functions and/or the Commission duties; Commissioner Scott has requested a discussion of design review.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **ENVIRONMENTAL IMPACT**

This is a discussion item only; there is no environmental impact.

## **BACKGROUND AND DISCUSSION**

**General Plan Status:** At their last joint meeting in May of 2006, the Board of Supervisors and the Conservation, Development, and Planning Commission requested continued, periodic updates on the status and scope of the General Plan Update. The following is a brief summary of the current status of this project:

- | The General Plan Steering Committee has been meeting monthly since July of 2005;
- | By October 10, 2006, the Committee will have provided staff with detailed comments on five draft elements: Recreation & Open Space, Safety, Circulation, Land Use, and Conservation;
- | Once the remaining elements (Community Character & Economic Development) have been reviewed by the Committee, and all of the Committee's comments have been addressed, a draft of the entire General Plan will be transmitted to the Commission and the Board and then released for public review;
- | Public review of the draft General Plan will coincide with public review of a Draft Program-Level Environmental Impact Report (EIR) -- this is expected in January or February of 2007;
- | During the public review period, we expect to schedule at least one public hearing by the Steering Committee, and one by the Planning Commission;
- | The Steering Committee will adjust each element during the balance of 2007, addressing public comments and resolving outstanding issues;
- | A final, updated General Plan is expected to be available for review/recommendation by the Planning Commission in late 2007 and consideration/adoption by the Board in January 2008 following certification of the Final EIR;
- | In January 2008, the Board may also wish to identify items requiring a Measure J vote for inclusion on the June 2008 ballot.

Members of the staff and the Steering Committee are available to answer questions about the status of this project and the target dates listed above. Also, in their review of the Circulation Element, the Committee identified a specific policy they thought warranted early input from the Board of Supervisors. This policy is included in the attached hand-out and pertains to the use of impact fees for transportation improvements. (See attached.)

**Code Enforcement Status & Available Tools:** At their last joint meeting in May of 2006, the Board and the Commission requested an update on the status of code enforcement activities and a discussion of the tools available to County departments, with a focus on any additional tools that could be provided to improve the effectiveness of the program.

As in most years, last year was one in which code enforcement staff opened more cases than they closed, and several high-profile enforcement issues required intensive attention by staff, the Commission, and others (e.g. One True Vine, Vallejo Pull a Part). With that said, some good progress was made, and Napa County is increasingly a place where property owners and members of the public can be assured that structures built without permit, dwellings and other uses established in violation of the zoning ordinance, and other violations will be identified and everyone is required to play by the same rules. A brief summary of routine compliance cases for Fiscal Year 2005/2006 is attached, together with a status report on the "Top 20" enforcement cases identified in August 2005 and several more added to the list in the course of the year.

Programmatically, the Board of Supervisors has made several changes to benefit the code enforcement program within the last year: (1) The Board established a fund for County-initiated abatement efforts. (2) The Board increased the cost of administrative citations and directed staff to consistently apply an "investigation fee" for work performed without permit. (3) The Board authorized funding for a new, full time code enforcement professional within the Conservation, Development and Planning Department. (This position is expected to be filled effective

October 9, 2006.) In addition to these Board-initiated changes, staff has (4) initiated a monthly coordination meeting of all County staff engaged in enforcement activities, including the property departments, Fire, County Counsel, District Attorney, and Sheriff. Staff is also (5) working to put a consolidated code enforcement complaint form on the County's website.

At the meeting of October 10, 2006, the Board will be asked to consider several additional tools identified in cooperation with County Counsel: (6) An amendment to the zoning ordinance that would allow use permits to be "suspended" and expressly state that use permit conditions can be modified when conditions are not being met and there is insufficient grounds for revocation (this has been recommended for approval by the Planning Commission); (7) A "sloppy property ordinance," categorizing accumulations of inoperable machinery, trash, etc., as a violation of County Code warranting enforcement and abatement; (8) Adoption of changes to the abandoned vehicle program administered by the Department of Environmental Management.

County staff are available to answer questions regarding these tools, the attached information, and the enforcement program in general.

### **SUPPORTING DOCUMENTS**

- A . Draft Circulation Policies
- B . FY 2005-2006 Code Enforcement Summary
- C . Updated Status of the "Top 20" Code Enforcement Activities

CEO Recommendation: Approve

Reviewed By: Andrew Carey