



Agenda Date: 6/12/2007  
Agenda Placement: 8D  
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 process/schedule for completing the General Plan update;
2. The Conservation, Development and Planning Department's work program for FY2007-2008; 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 October of 2006. The current meeting is intended to provide the Commission and the Board with an opportunity to discuss the proposed process and schedule for completion of the ongoing General Plan update. (See Attachment A.) In addition, the Planning Commission and the Board will have an opportunity to review the work program summary developed by the Department of Conservation, Development and Planning in conjunction with the Department's Fiscal Year 2007-2008 budget proposal. (See Attachment B.) With limited staff resources available to process Commission- and Board-initiated policy changes (Tasks 18 and 19 in the work program summary), staff is seeking direction and prioritization for these tasks. The Board and Commission may also wish to discuss other items related to the Department's functions and/or the Commission's duties. In recent years, an annual report on code enforcement has been the subject of a joint Board and Commission session in the Fall. Commissioner Scott's regular request for a discussion of design review could be taken up at the Fall meeting as well.

### **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 Update Status & Proposed Schedule/Process:**

As the Commission and the Board are aware, the County is currently seeking public and agency comments regarding a draft General Plan update and associated draft program-level environmental impact report (EIR). The public comment period is scheduled to end on June 18, 2007, after which the County will need to prepare responses to comments and revise the draft documents as needed prior to consideration of plan adoption.

Since the Board's decision (in early April) to extend the comment period to 120 days, planning staff has been working to outline a process and schedule that would ensure consideration of all of the comments, incorporation of all necessary revisions, and additional opportunities for public review and input, while still allowing for completion of the project in early 2008 as originally envisioned. At the Board's suggestion, the proposed process would elevate the three most controversial issues in the draft General Plan update from the Steering Commission to the Planning Commission immediately. These issues include policies and figures related to Angwin, the American Canyon Rural Urban Limit (RUL), and the "Transitional" land use designation, as well as growth management policies Ag/LU-119 and -120.

Under the proposed process, planning staff would prepare recommended revisions to a different element of the draft General Plan update for review by the Steering Committee each month. The Steering Committee would take additional public testimony, assess the recommendations in light of all of the comments received, direct the staff to make necessary adjustments, and then transmit the revised draft element on to the Planning Commission for review. Since there are seven elements being revised (Ag/Land Use, Circulation, Conservation, Safety, Recreation/Open Space, Community Character and Economic Development), the Steering Committee meetings would extend until October 31, 2007.

Simultaneously, the Planning Commission would be using their regularly scheduled meetings each month (and additional special meetings as needed) to receive additional testimony and develop revised sections of the draft General Plan update related to the controversial issues listed above. If the Steering Committee and the Planning Commission are successful in their efforts, staff could prepare a consolidated revised draft General Plan update around Thanksgiving. This consolidated document could then be the subject of public hearings by the Planning Commission and ultimately the Board of Supervisors. The Board of Supervisors would then be in a position to certify the Final EIR, adopt the General Plan update, and place any issues requiring a vote of the electorate on the ballot for the June 2008 election.

A summary of this proposed process/schedule -- developed with assistance from individual members of the Steering Committee and the Commission -- is included as Attachment A, and has been the subject of discussion at public hearings held by the Steering Committee (on May 30) and the Planning Commission (on June 6). Planning staff will summarize these discussions for the Commission and the Board, and is seeking final input on the recommended process/schedule, with the understanding that the recommended schedule constitutes a goal, and is subject to change based on external factors and future decisions.

**CDPD Work Program Summary for FY2007-2008:**

Every year, managers in the Conservation, Development and Planning department develop a textual summary of the department's work program for the coming year in parallel with the department's budget request. The current year is no exception, although we have tried to improve on the work program summaries of past years by integrating all divisions of the department into one summary, and by making the summary as consistent with our budget request as feasible. This year's summary is included as Attachment B and assigns staff resources via "full time equivalent" positions (FTE).

As in past years, a great percentage of the department's work program is non-discretionary since it relates to the processing of applications for which fees are accepted. (We are precluded from spending fee revenues on unrelated activities.) Many portions of the work program that are not directly related to the processing of applications are also considered non-discretionary when they implement policy direction from the Board, such as Task 9, Watershed Information Center & Conservancy. Only the staff resources included in Task 19, Zoning/Conservation/Building Ordinance Updates and Task 18, Board/Commission Special Projects/Information Requests can be considered truly discretionary in the sense that these are the resources (0.45 FTE total) that we allocate to respond to inquiries from the Board and Commission, and to process policy changes that originate at the Board, Commission, or staff level. Recent past projects that have fallen into this category include code amendments related to balloons, farm management uses, clarifications of the viewshed ordinance, etc.

Department staff welcomes comments on the proposed work program summary, and would also appreciate some direction regarding priorities for the limited discretionary time available. Among the possible projects competing for our attention are clean-up changes to our ordinances (staff-initiated), an ordinance change related to helicopter landing facilities (Supervisor Moskowite), development of guidelines governing the intensity of winery uses based on parcel size and location (Supervisor Dodd, Commissioner Scott), development of guidelines for processing of minor modifications (Planning Commission), development of ordinance changes to better coordinate review of winery caves (staff-initiated based on past requests by Supervisor Dillon), and development of a workforce housing ordinance (Supervisor Luce). All of these projects can, of course, be accomplished if desired, but our limited resources means it is not feasible to tackle them simultaneously, and staff needs direction regarding which projects merit the most immediate attention.

Department managers are available to answer questions regarding these issues and the attached work program summary.

### **SUPPORTING DOCUMENTS**

- A . Proposed Schedule for the General Plan Update
- B . CDPD Proposed Work Program Summary

CEO Recommendation: Approve

Reviewed By: Helene Franchi