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NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Hillary Gitelman - Director
Conservation, Development & Planning
REPORT BY: Hillary Gitelman, Director, 253-4805
SUBJECT: Planning Department Workplan

RECOMMENDATION

Discussion and direction to staff regarding the proposed Conservation, Development and Planning Department work program for Fiscal Year 2005/2006 and the allocation of staff resources to Board of Supervisors' initiated matters, including Supervisor Luce's proposal to permit weddings at wineries.

EXECUTIVE SUMMARY

At their meeting of May 10, 2005, the Board of Supervisors requested that the Director of Conservation, Development and Planning provide a summary of the Department's work program for the coming fiscal year. The summary was requested in order to facilitate a discussion regarding allocation of resources to Board-initiated items, specifically Supervisor Luce's proposal to allow weddings at wineries.

A copy of the Conservation, Development and Planning Department's proposed work program is attached, and illustrates the substantial staff resources allocated in FY05/06 to permit-processing activities, inspections, code compliance, public information and GIS/mapping, administrative support of these functions, support of other County projects and programs, and long-range planning and outreach functions such as the General Plan Update and the Watershed Information Center/Conservancy (WICC).

A total of approximately one half of a staff person (0.5 FTE) is proposed for allocation to updating the zoning/conservation/building ordinances as needed in the course of the year and to any Board of Supervisors' requests not already included elsewhere in the work program. (The General Plan update is an example of something that is already included elsewhere in the work program.) Some of the activities anticipated under both of these work program items were identified by the Board in prior fiscal years (e.g. maintenance of a post-WDO winery database, an ordinance addressing political signs, investigation of a County hot air balloon port). Other activities are anticipated based on past practice or community input (e.g. periodic process improvement ordinances and adjustments to the temporary events ordinance). Still others have been proposed by individual Board members but have not yet been added to the list of actives to be addressed, or are not yet known.

The Director of Conservation, Development and Planning invites questions and comments regarding the overall work program, and requests direction from the Board on the allocation of resources to requests by individual Board members, including Supervisor Luce's request regarding the allocation of staff time to the subject of weddings at wineries.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

At their meeting of May 10, 2005, the Board of Supervisors requested that the Director of Conservation, Development and Planning provide a summary of the Department's work program for the coming fiscal year. The summary was requested in order to facilitate a discussion regarding allocation of resources to Board-initiated items, specifically Supervisor Luce's proposal to allow weddings at wineries. The Director of Conservation, Development and Planning invites questions and comments regarding the overall work program attached, requests input from the Board on the allocation of resources to requests by individual Board members, including Supervisor Luce's request regarding weddings at wineries.

Overall Work Program

A copy of the Conservation, Development and Planning Department's proposed work program is attached and outlines the Department's proposed allocation of resources in Fiscal Year 2005/2006 (FY05/06). This work program, which lists activities and the staff time devoted to each item, is presented as two separate lists: one for the Conservation and Planning Divisions combined, and one for the Building Division. The work program is meant to be viewed in combination with the Department's proposed budget for FY05/06, which was considered by the Board on June 13, 2005. The Department budget and work program both include the same total number of staff positions (although there are somewhat different allocations between the divisions due to the way the budget and work program account for some administrative and management positions).

As illustrated by the attachment, Department personnel will spend the vast majority of their time in FY05/06 on a limited number of activities -- mostly related to processing of applications and providing public information. Some of the top tasks in terms of staff allocation (FTE) are listed below:

- | Building Inspections (5.12 FT)
- | Building Plan Reviews (1.13 FTE for minor permits; 2.05 FTE for other permits; 0.87 FTE for Planning review)
- | Public Information/Pre-Application Assistance (3.23 FTE in Planning/Conservation; 1.91 FTE in Building)
- | Use Permit, ECPAs and Other Planning/Conservation Permit Processing (2.2 FTE in Planning; 2.18 FTE in Conservation)
- | General Plan Update (1.46 FTE in Planning/Conservation plus 1.0 FTE funded in the Community)

Partnership unit)

For more detailed information, please see the attachment.

Staff Allocated to Code Changes & Board Items

The Planning/Conservation portion of the work program designates 0.38 FTE to Board of Supervisors special projects and information requests, and 0.17 FTE to code changes that may be desired in the course of the year, for a total of around one half of a position. Some of the activities anticipated under both of these work program items were identified by the Board in prior fiscal years (e.g. maintenance of a post-WDO winery database, an ordinance addressing political signs, investigation of a County hot air balloon port). Other activities are anticipated based on past practice or community input (e.g. periodic process improvement ordinances and adjustments to the temporary events ordinance). Still others have been proposed by individual Board members but have not yet been added to the list of activities to be addressed, or are not yet known.

Weddings at Wineries

Supervisor Luce has requested allocation of staff time (i.e. a portion of the 0.38 FTE identified above) to the issue of weddings at wineries. Staff is seeking direction from the full Board regarding the allocation of staff time to this item.

SUPPORTING DOCUMENTS

- A . Proposed CDP Work Program for FY05/06
- B . Weddings: Some Relevant Code and General Plan Language

CEO Recommendation: Approve

Reviewed By: Andrew Carey