



Agenda Date: 7/25/2006
Agenda Placement: 9A

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 Work Program

RECOMMENDATION

Director of Conservation, Development and Planning to summarize the Planning Division's work program for Fiscal Year 2006-2007 and seek direction from the Board of Supervisors regarding prioritization of Board-initiated special projects and ordinance changes.

EXECUTIVE SUMMARY

The Conservation, Development and Planning Department's mission is to guide the orderly use of County land, preserving Napa's agricultural character and the quality of life enjoyed by its residents, while being protective of the area's natural resources, supporting a healthy economy, and ensuring the safety and welfare of residents, workers, and visitors. The Department must be equally responsive to the needs of property owners, providing a timely and efficient process for arriving at land use decisions.

The Department is organized into three principal divisions -- Planning, Conservation, and Building -- which share an administrative staff. The Building division is wholly fee supported and is responsible for plans examination, building inspection, and code enforcement activities. The Planning and Conservation divisions are responsible for the balance of the Department's activities and are partially fee supported. The County's general fund supports Department programs such as the Watershed Information Center, parks and open space, and the General Plan update, in addition to other ongoing activities unrelated to processing planning applications.

Board requests for code changes and other special projects are included in the Department's annual work program to the extent possible given staff resources. When resources are not available immediately, responding to Board requests can take more time than might otherwise be desired. Thus, it is important for the Board and for the Department to have a common set of priorities. Please refer to the Background section, below.

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

The attached work program summarizes the scope of services provided by the department and the level of effort (expressed in terms of full time equivalent positions or Fees) proposed for various tasks and activities. This proposed work program was used to develop the revenue assumptions and costs that appeared in the Department's proposed budget for FY06/07.

Even at full staffing (there are currently four vacant positions in the Department), the Department's work program provides a total of 0.67 FTE for special (i.e. new) projects requested by the Board of Supervisors and the preparation of changes to the zoning ordinance. This limited allocation, means that it's important to have the full Board's agreement on priorities. At present, the following Board-initiated projects and ordinance changes have been requested by one or more Board member:

- | Prepare an update to the hot air balloon "code of conduct" to address vine contact and notification of the Ag Commissioner (All)
- | Prepare for and schedule a hearing regarding initiation of Specific Plan amendments to address the flea market (All)
- | Prepare amendments to the zoning ordinance related to permitted uses in the Commercial Limited (CL) district (Dodd)
- | Assess County procedures and make improvements related to permitting of commercial wine caves (Dillon)
- | Prepare for and schedule a Board discussion regarding the definition of "contiguous" roads requiring setbacks (All)
- | Prepare amendments to the zoning ordinance to permit farm management companies as part of "agriculture," but only under certain conditions (All)
- | Assess/improve County procedures and fees related to permitting of solar panels (Dillon, Moskowite)
- | Prepare and provide a report to the Planning Commission and the Board regarding the code enforcement program and any additional tools (i.e. ordinance changes, resources) that are needed to make the program more effective (All)
- | Update the viewshed design manual and application materials to reflect the clarified ordinance (All)

In addition, Department staff is participating in regional planning efforts at the Board's direction (i.e. ABAG's "Focusing our Vision"), is coordinating a fiscal analysis of the City's Soscol Gateway redevelopment plan, and has agreed to coordinate a consolidated customer service survey with other departments.

The Director of Conservation, Development and Planning seeks Board direction on these priorities, and seeks to foster common and reasonable expectations about the timing of these work tasks and their completion.

SUPPORTING DOCUMENTS

A . July 2006 Department Work Program Summary

CEO Recommendation: Approve

Reviewed By: Andrew Carey