



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/17/2010
Agenda Placement: 10A

Napa County Planning Commission Board Agenda Letter

TO: Napa County Planning Commission
FROM: John McDowell for Hillary Gitelman - Director
Conservation, Development & Planning
REPORT BY: John McDowell, Deputy Director - 299-1354
SUBJECT: Updated Use Permit Application Form Study Session

RECOMMENDATION

UPDATED USE PERMIT APPLICATION FORM STUDY SESSION

Request: Informational item and Commission input concerning major revisions to the Use Permit application form and submittal requirements, including proposed revisions to the Winery Supplemental Information Form. Staff is soliciting Commission and public feedback on the draft document.

Staff Recommendation: Informational item. Commission direction is welcomed.

Staff Contact: John McDowell, 299-1354 & john.mcdowell@countyofnapa.org or Chris Cahill, 253-4847 & chris.cahill@countyofnapa.org

EXECUTIVE SUMMARY

During the last several months, staff from the Planning Division, Public Works and Environmental Management have been working on a comprehensive update of the use permit application form. The purpose of this effort has been to simplify the form, eliminate multiple entries of similar information, clarify the extent of detail that is required, and to shift emphasis for showing required information from the application form to the project plans. The revisions have gone through several iterations, and local private practice engineers, architects, planners, and land use attorneys have been actively involved throughout the process providing substantial constructive comments. The draft form attached to this report is a fifth generation document in which staff has attempted to incorporate improvements discussed during the most recent work group session held with local professionals on November 9, 2010. It is anticipated that a sixth generation document will be provided to the Commission prior to hearing.

No formal action by the Commission is required, but Commissioners comments are requested. It is also

requested the Commission take testimony from any members of public although this is technically not a formal public hearing item.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

This study session 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

Staff views the use permit application form as a critical information tool for managing efficient project processing. It, in combination with the project plans and supporting technical analysis, forms the "static and finite" project description from which the environmental and code compliance analysis occurs. Consequently, it is very important that the application form be straight forward for applicants to prepare; easy for staff and outside agencies to quickly pull all required information from; and clear to decision makers and the public to review.

Update efforts, to date, have centered around the information required by the Planning Division and Public Works. The submittal checklist (pages 3 and 4 of the form) has been augmented to reflect the shift toward showing required information on the plans. Consequently, the general background information (pages 5 through 7) has been shortened considerably, and similar information is no longer requested elsewhere in the application package. The required certification and indemnification pages have been combined. The Winery Supplemental form, including the Traffic Information Sheet, has been completely reworked. The most consistent customer feedback received was that the existing winery supplemental is very challenging to complete, and is a regular source of disagreement between staff and applicants. Much of the effort and discussion with local private professionals centered around this portion of the application and it has been reworked at least three times in response.

Given the effort that has gone into the Planning and Public Works components, the Commission will notice that several other areas of the application have yet to be altered. The latest draft does not include currently in-progress changes to Environmental Management's septic analysis section. In addition, the voluntarily greenhouse gas checklist, the Agricultural Commissioner's pest control disclosure and mailing radius title assurance package have yet to be updated. Minor changes to those components will occur in the near future.

Staff intends to implement the revised application form prior to the end of the year. The new form will include a fully computer accessible version. At present, the existing form is available on-line, but it cannot be filled in electronically. The new form will allow customers to download it and complete it electronically.

SUPPORTING DOCUMENTS

A . Draft Use Permit Application Packet

Napa County Planning Commission: Approve

Reviewed By: John McDowell