



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/17/2011

Agenda Placement: 9A

Napa County Planning Commission Board Agenda Letter

TO: Napa County Planning Commission
FROM: John McDowell for Hillary Gitelman - Director
Conservation, Development & Planning
REPORT BY: Hillary Gitelman, Director - 253-4805
SUBJECT: Special Joint Meeting

RECOMMENDATION

Joint Meeting of the Board of Supervisors and the Planning Commission with discussion and possible direction to staff regarding the following topics:

1. Code enforcement program accomplishments & ongoing efforts
2. Proposed work program for FY2011/12
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. This is the first such meeting in 2011 and is intended to provide the Commission and the Board with an update regarding the County's code enforcement program and a summary of the Department's proposed work program for FY2011/12, including major projects and new initiatives.

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

Annual Code Enforcement Update

The County's code enforcement program continues to achieve results in the form of noticed and abated violations, and to have a wide variety of challenges. Staff will provide a power-point summary, and invite questions from the Board and Commission. During FY2010/11, the Code enforcement program was staffed by three full time positions, plus a part time consultant. The consultant's contract expires June 30, 2011.FY2011/12.

Department Work Program

As in past years, department managers have crafted a proposed work program that reflects the level of resources contained in the department's proposed budget for FY2011/12, The work program, which is attached, conveys the wide variety of tasks that the department is responsible for, and the approximate level of effort (expressed in terms of full-time-equivalent positions or FTE). A number of components deserve mention:

- | Customer Service: As a result of the recent customer service survey, the department expects to devote staff resources throughout the year to process improvements, periodic meetings of a "user group," and other initiatives. While not called out as a separate work program item, this effort will involve participation by managers and staff.
- | Ground Water: Consistent with recommendations advanced at a special meeting of the Board of Supervisors on February 14, 2011, the department is proposing to create and staff a ground water advisory group. Staff's recommendation regarding the composition and scope of the group will be discussed at the Watershed Information Center and Conservancy (WICC) Board meeting on May 26, 2011 prior to being presented to the Board of Supervisors for their consideration.
- | Major Projects: There are still a number of major projects being reviewed by the department, involving a commitment of resources in the Planning and Conservation divisions. These include vineyards (Circle S, Suscol Mountain, Walt Ranch), the Syar Quarry, and Napa Pipe. In addition, planning staff is working on the EIR for the HHS campus redevelopment project.
- | Climate Action Plan: the department issued a draft climate action plan in late 2010 and received comments from a variety of interest groups. Staff and consultants are currently revising the plan and preparing responses to comments. Adoption of a plan is not required by law, but would fulfil a General Plan commitment and clarify requirements for project applicants.
- | Regional Planning Efforts & Sub-RHNA Process: the director is staffing these activities in collaboration with the director of Community & Intergovernmental Affairs.
- | Other Initiatives: planning staff has been working on an update to the County's landmark preservation ordinance and received Commission comments and direction at a hearing on March 2, 2011. In addition, staff is consulting with stakeholders in anticipation of possible amendments to the Conservation regulations and development of a program EIR for small vineyards.

Planning Commission Topics

Design Review - At a past joint meeting of the Commission and the Board, staff received direction to explore the possibility of a design review process for projects requiring approval by the Planning Commission. Over the course of the last year, the Planning Commission discussed the topic on several occasions resulting in direction to staff to compile comprehensive guidelines containing existing design review practices and policies contained within General Plan, AIA Specific Plan, and zoning ordinance. Then on January 5, 2011, the Commission reviewed

the draft design guidelines and asked (1) to make some revisions and add general design principles that are tailored to Napa County; and (2) hold a workshop with design professionals in the area, seeking input on the draft and photographs of "good" and "bad" design examples for inclusion within the document. Staff expects to report back to the Planning Commission on the draft principles/guidelines at the regular Commission meeting on May 18th.

SUPPORTING DOCUMENTS

A . Proposed Work Program FY 2011/2012

Napa County Planning Commission: Approve

Reviewed By: John McDowell