



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/18/2010
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: Joint Meeting of Board of Supervisors and Conservation, Development and Planning
Commission

RECOMMENDATION

JOINT MEETING WITH BOARD OF SUPERVISORS

Joint Meeting of the Board of Supervisors and the Planning Commission to receive an annual report on the status of the Conservation, Development & Planning Department's code enforcement program, with particular emphasis on winery-related issues, and to allow for discussion and possible direction to staff regarding the code enforcement program and other issues of a planning nature.

Staff Contact: Hillary Gitelman, 253-4805 Hillary.Gitelman@countyofnapa.org

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 the fall of 2009 and focused on the Winery Definition Ordinance (WDO). At today's joint meeting, staff will present a summary of the Conservation, Development & Planning Department's code enforcement program, with an emphasis on winery-related enforcement issues, and will invite comments and direction from the Board and Commission regarding the program. The Board and Commission may also wish to discuss other items related to the Department's functions and/or the Commission's duties.

PROCEDURAL REQUIREMENTS

1. Planning Commission Chair calls Planning Commission Special Meeting to order and Commission roll is taken
2. Staff presentation

3. Public comment
4. Board & Commission discussion and direction to staff
5. Planning Commission Chair recesses Planning Commission Special Meeting.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

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

Every year, the Conservation, Development & Planning Department prepares a work program summary, assigning available staff resources to the duties and activities of the Department (see attached). In the past several years, the Department's work program has allocated 3.1 full time equivalent positions (FTEs) to enforcement activities (work program item 13), falling into four principal arenas:

- building code enforcement;
- conservation regulation (i.e. vineyard-related) enforcement;
- zoning code enforcement; and
- property nuisance abatement.

In the coming fiscal year, the Department is proposing to add an additional 0.5 FTE to enhance the zoning code enforcement arena. The additional 0.5 FTE would be supported by the County general fund, and appears as a contract (i.e. a half-time contract planner rather than a new staff person) in the Department's proposed budget. No increase in the Department's overall general fund support (i.e. net county cost) would be necessary, and the Department would be able to evaluate the effectiveness of applying additional resources to the code enforcement program before deciding whether to make a permanent addition to the staff in future years.

David Giudice, the Department's Code Enforcement Manager, will present a summary of the Department's code enforcement program, including accomplishments from the past year. The presentation will focus on substandard housing and winery-related enforcement issues and provide an opportunity for the Board and the Commission to provide comments and possible direction to staff based on input received at recent hearings about the Winery Definition Ordinance (WDO).

SUPPORTING DOCUMENTS

A . CDPD Work Program 2010 / 2011

Napa County Planning Commission: Approve

Reviewed By: John McDowell