



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/15/2012

Agenda Placement: 10A

## Napa County Planning Commission Board Agenda Letter

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**TO:** Napa County Planning Commission

**FROM:** John McDowell for Gitelman, Hillary - Director  
Planning, Building and Environmental Services

**REPORT BY:** John McDowell, Deputy Planning Director - 299-1354

**SUBJECT:** Amendment of Planning Commission Bylaws - Planning Commission Name Change

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### **RECOMMENDATION**

#### **AMENDMENT OF PLANNING COMMISSION BYLAWS**

**Request:** Resolution amending Planning Commission Bylaws concerning the name change of the Commission to reflect the reorganizational structure, name change, and functions of the Department of Planning, Building, and Environmental Services which became effective July 7, 2012.

**Staff Recommendation:** Approval of proposed Resolution.

**Staff Contact:** Charlene Gallina, Supervising Planner, 299-1355 or [charlene.gallina@countyofnapa.org](mailto:charlene.gallina@countyofnapa.org)

### **EXECUTIVE SUMMARY**

#### **Proposed Action:**

1. That the Planning Commission adopt the attached Resolution amending the Planning Commission Bylaws.

#### **Discussion:**

On May 15, 2012, the Board of Supervisors adopted various resolutions approving the realignment of the Departments of Conservation, Development and Planning, Public Works, and Environmental Management into the Department of Planning, Building, and Environmental Services and the Department of Public Works to improve customer service and increase efficiencies. This realignment effort went into effect on July 7, 2012.

Since Board action, staff has been diligently working on updating various County documents and processes to reflect this name change and the new Department structure. One aspect of this effort involves amending the Commission's Bylaws to change the name of the Conservation, Development, and Planning Commission to just the "Planning Commission" and the Department's name to "Planning, Building, and Environmental Services". The

attached proposed set of Bylaws modifies the 2008 Bylaws to reflect and implement the Commission and Department's name change. It should be noted that should the Commission desire additional changes to the proposed Bylaws, such changes can be discussed and action will be scheduled for the next meeting.

**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****SUPPORTING DOCUMENTS**

A . Draft Resolution

Napa County Planning Commission: Approve

Reviewed By: John McDowell