

PLANNING & BUILDING DEPARTMENT SUMMARY OF PROGRAMS & PROJECTS

NAME OF PROJECT	STAFF ASSIGNED	STATUS REPORT/ANTICIPATED COMPLETION DATE
ADMINISTRATIVE:		
Discretionary Review & Building Permit Process	Erik Lundquist, Kathy Guill	In-Process
- Policy Manual on Procedures	All	On-Going
- Excel Development Tracking System – GMA	Charlene Gallina	On-Going
Standard Conditions of Approval Manual	Ken McNab	In-Process
- Develop Conditions		June 2008
- Planning Commission Action		July 2008
Fee Evaluation & Cost Recovery Program	Charlene Gallina/Brad Cannon	In-Process; March 09
- Building Permits	Admin. Services	
- Planning Permit Fees		
- Development Impact Fees		
- Tracking System		
Update DDA Process & Procedures	Charlene Gallina/ Admin. Services	July 08
Web-Site Maintenance	Kathy Guill	On-Going
Planning Commission Meetings	Kathy Guill	On-Going
- Agendas, Packets, Minutes		
Design Advisory Panel	Ken McNab	In-Process
- Develop Meeting Procedures		
- Develop Review Criteria		
Bicycle Committee	Erik Lundquist	On-Going

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Staff Training	All	On-Going
Planning Commission Training <ul style="list-style-type: none"> - Conducting Meetings <ul style="list-style-type: none"> o Decision-Making Process o Making Variance Findings - CEQA Process - General Plan/Zoning Ordinance Purpose & Intent 	Charlene Gallina	On-Going
BUILDING DIVISION:		
Building Permit Processing: (Projects)		On-Going
<ul style="list-style-type: none"> - Permit Coordination - Building Permit Processing - Expired Permits - Monitoring - Inspections 	Kathy Guill Planning/Building/Coastland/PW/Fire Kathy Guill/Brad Cannon Brad Cannon	
General Building Infrastructure <ul style="list-style-type: none"> - Evaluation of Procedures & Process - Development of Forms & Application Checklist - Development Public Information Materials (On-going) 	Brad Cannon/Kathy Guill	July 2008
Building & Fire Code Board of Appeals <ul style="list-style-type: none"> - Quarterly Meetings to be Scheduled 	Brad Cannon/Steve Campbell	In-Process
Green Building/Energy/Climate Program <ul style="list-style-type: none"> - Program Development 	Brad Cannon/Raquel Cantillon/ NCTPA/PW	In-Process
Un-Reinforce Masonry Program <ul style="list-style-type: none"> - Update List of Buildings (Completed) - Develop Program for Renovation - Property Owner Notification - Identify Funding Opportunities - Establish Ordinance 	Brad Cannon	In Process; Winter 2008

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Backflow Device Re-Evaluation - Revised Ordinance/Policy & Procedures	Brad Cannon/PW	Commence Winter 08
Mobile Home Inspection Program	Brad Cannon	Commence Fall 08
CITY COUNCIL/PLANNING COMMISSION/STAFF INITIATED GENERAL PLAN/ZONING ORDINANCE AMENDMENTS:		
Urban Design Plan	Charlene Gallina/Vin Smith/ Jim McCann	In-Process; October 08
Urban Design Plan Implementation - General Plan & Zoning Amendments - Area Plans/Other Project/Program Recommendations	Charlene Gallina/Ken McNab	Commence After Adoption; June 09
Sexually Oriented Retail Business Ordinance - Urgency Ordinance - Permanent Ordinance - PC Review - Pending PC Review - City Council	Charlene Gallina Charlene Gallina	Adopted August 21, 2007 In-Process September 26, 2007 July 2008 August 08
Affordable Housing Comprehensive Strategy - RHNA Monitoring - Local Preference Policy - Housing Inventory - Affordable Housing Strategy - Affordable Housing Regulation Update - Apartment/MHP Conversion Ordinance - Housing Element Update	Ken McNab/CAH/NapaHA	In-Process; Jan 09
Zoning Ordinance Amendments - Consistency with General Plan Policies - Dark Skies – Lighting Requirements	Ken McNab/Erik Lundquist	In-Process; June 09 Work Program: October 08

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- Residential Neighborhood Character Issues
- Bed & Breakfast Facility Regulations
- Sidewalk Dining Ordinance
- Miscellaneous Clean-Up and General Interpretation

CODE ENFORCEMENT ACTIVITIES:

MHP Rent Stabilization Ordinance Administration	Erik Lundquist	On-Going
- Development of City Information Sheet		
- Development of Base Rent Data		

City-Initiated & Citizen Complaints	Erik Lundquist	On-Going
- Investigation & Abatement		
- Update Program Procedures		

Illegal SF Conversions to Short-term Rentals	Erik Lundquist	On-Going
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ANNUAL PROGRAMS:

Growth Management System Program	Charlene Gallina/Ken McNab	
- 2009 Allocation Process		
o Annual Report/Establish Development Objectives		PC/CC July 08
o Establish Allocation/Open Process		CC August 08
o Granting of Allocations		CC November 08

B&B Inspections	Erik Lundquist/Fire Dept/ Kathy Guill	On-Going
- Owner Meeting (Feb)		
- Inspections (Feb/Mar)		
- Follow-up (Mar/Apr)		
- PC Report (May/June)		

Annual General Plan & Housing Element Report	Charlene Gallina	On-Going; October 08
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PRIVATE DEVELOPMENT INITIATED: MAJOR/OTHER PROJECTS:

Palisades Apartments	Charlene Gallina	In-Process
- Deferral of Occupancy		

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<ul style="list-style-type: none"> ○ PC Action ○ CC Action - Building Permit Review 	All	<ul style="list-style-type: none"> April 07 June 07 December-May 08
<ul style="list-style-type: none"> Terrano Napa Valley Resort - CFD Creation - Building Permit Review (Winery Remodel) 	<ul style="list-style-type: none"> Ken McNab David Spilman Brad Cannon 	<ul style="list-style-type: none"> On-Hold Commence July 08 Commence July 08
<ul style="list-style-type: none"> Calistoga Mineral Water – Juice Line - Temporary Geothermal Transfer (Expires September 08) - Use Permit Amendment 	Erik Lundquist	Formal Application Not Filed
<ul style="list-style-type: none"> Vineyard Oaks Subdivision - Conceptual Design Review - MOU Executed - DA/Subdivision Map Application Submitted - PC Review - CC Review 	Erik Lundquist	<ul style="list-style-type: none"> In-Process August 23, 2006 March 20, 2007 August 2007 March/May 2008 April/May 2008
<ul style="list-style-type: none"> Roman Spa Hot Springs Resort - Conceptual Plan Review - MOU Executed - Development Agreement; General Plan Amendment Zone Change; Use Permit; Design Review 	Erik Lundquist	<ul style="list-style-type: none"> In-Process March 22, 2006 October 17, 2007 Late Summer 08
<ul style="list-style-type: none"> Calistoga Village Inn & Spa - Conceptual Design Review - Use Permit/Design Review Application Submitted - PC Review 	Erik Lundquist	<ul style="list-style-type: none"> In-Process May 23, 2007 October 2007 July 2008
<ul style="list-style-type: none"> Francis House (Old Hospital Redevelopment) - MOU Executed - Property Transferred - Property Clean-Up Activities 	Ken McNab	<ul style="list-style-type: none"> Formal Application Not Filed August 15, 2006 November 07 Winter 08

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<ul style="list-style-type: none"> - Conceptual Design Review/Interior Deconstruction - Development Agreement; General Plan Amendment; PD Zone Change; Use Permit; Design Review 		<ul style="list-style-type: none"> Summer 08 Fall 08
<p>Washington Commons - Rossi Resubmittal</p> <ul style="list-style-type: none"> - Conceptual Design Review - GMA Granted - Pending 2nd CDR Application 	Erik Lundquist	<ul style="list-style-type: none"> Formal Application Not Filed September 26, 2007 November 07 Summer 08
<p>Silver Springs Subdivision (Homecoming)</p> <ul style="list-style-type: none"> - Conceptual Design Review - GMA Granted - Pending 2nd CDR Application 	Ken McNab	<ul style="list-style-type: none"> Formal Application Not Filed May 9, 2007 November 07 Summer 08
<p>Gumina Grant Court Mixed-Use</p> <ul style="list-style-type: none"> - Conceptual Design Review - GMA Granted - Pending 2nd CDR Application 	Ken McNab	<ul style="list-style-type: none"> Formal Application Not Filed October 24, 2007 November 07 Summer 08
<p>Dr. Wilkinson Spa & Resort Expansion/Renovation</p> <ul style="list-style-type: none"> - Conceptual Design Review - MOU Executed - Pending Application Formal Submittal 	Charlene Gallina	<ul style="list-style-type: none"> Formal Application Not Filed January 11, 2006 November 21, 2006
<p>Bounsall Development Proposal</p> <ul style="list-style-type: none"> - Conceptual Design Review 	Not Assigned	<ul style="list-style-type: none"> Preliminary Application Not Filed Summer 08
<p>Other Minor Development Projects:</p> <ul style="list-style-type: none"> - Growth Management Allocations 	Erik Lundquist/Ken McNab	On-Going
<p>Business License Application/Occupancy Review</p>	Erik Lundquist/Brad Cannon PW; Fire; PD	On-Going

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Public Information Services (Counter/Phone)	Ken McNab/Erik Lundquist	On-Going
PUBLIC PROJECTS:		
Technical Support to Public Works Department	All	On-Going
- Section 504 - ADA Implementation	Brad Cannon	
- NPDES Implementation	Erik Lundquist/Brad Cannon	
- CEQA/NEPA Compliance Processing	Planners/Administrative Services	
o Capital Improvement Projects		
▪ Logvy Master Plan	Ken McNab	Summer 2008
▪ Mt. Washington Water Tank	Ken McNab	PC/CC – May/June
o Grant Applications		
- Water/Wastewater Baseline Evaluation	Charlene Gallina	
- Busk Nuisance Abatement Activities	Erik Lundquist	
- Graphic Information Systems (Mapping)		
Technical Support to Other Departments:		On-Going
- Human Resources Commission Activities	Mary Cahill/Charlene Gallina	
o Sidewalk Dining		
o Dog Park		
- Public Convenience/Necessity Determinations	PD/Erik Lundquist	
- Connection Fee Deferral Program	David Spilman/Charlene Gallina	
COUNTY INITIATED PROJECTS:		
NCTPA – TAC	Charlene Gallina/Dan Takasugi	Monthly
NCTPA - Strategic Transportation Plan	Charlene Gallina	Monthly
Monitor Housing Element Updates	Ken McNab	On-Going
Flood Control/FEMA Program	Erik Lundquist	On-Going