

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Charlene Gallina, Planning & Building Director
DATE: October 2, 2007
SUBJECT: Zoning Ordinance (ZO 2007-03) Amendment – Design Review

APPROVAL FOR FORWARDING:

James C. McCann, City Manager

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2 **REQUEST:** Consideration of an Ordinance, initiated by the City of Calistoga, amending the
3 Calistoga Municipal Code (Title 17 Zoning), to restructure the City's Design Review
4 process. This proposed action is exempt from the California Environmental Quality Act
5 (CEQA) under Section 15061(b)(3) of the CEQA Guidelines.
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7 **RECOMMENDATION:** Introduce Ordinance and waive the first reading.
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9 **BACKGROUND:** On August 21, 2007, the City Council considered the proposed
10 Ordinance recommended by the Planning Commission on August 8, 2007 (Attachment 3).
11 After lengthy discussion, the City Council referred this item back to the Planning
12 Commission for further thoughts regarding membership qualifications and boundaries for
13 membership. On September 26, 2007, this matter was presented to the Planning
14 Commission. A copy of the Planning Commission Staff Report is attached to this report for
15 Council review (Attachment 2).
16

17 **DISCUSSION:** Following discussion at the September 26, 2007 meeting, the Commission
18 recommended the following changes to their original recommendations: (Attachment 1)
19

20 Panel Formation (Section 17.06.35B.1) Proposed Amendment:
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22 The Commission was in agreement that Panel candidates be drawn from a 50 mile radius
23 of the City of Calistoga in order to increase the pool of well qualified applicants. However,
24 the Commission reiterated their concern that Panel members should be familiar with the
25 Calistoga community and our design sensitivities. They therefore recommended that a
26 preference be established for qualified candidates with the Calistoga Joint Unified School
27 District boundaries.
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29 Panel Qualifications (Section 17.06.35B.2) Proposed Amendment:
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31 The Commission recommended that the Panel membership not be limited to licensed
32 design professionals, and that unlicensed designed professional, planners and
33 preservationists be eligible to participate. The Commission wished to insure that the Panel
34 will have a broad and diverse area of interest and expertise in membership.
35

36 Other Recommendations:
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38 The Commission also recommended that a more formal interview process be considered
39 for Panel members. The process should occur prior to the regular Council meeting at
40 which the appointment is made and should include participation by the Chair of the
41 Planning Commission and the Director of Planning and Building Department. Furthermore,
42 the Commission intends on requiring a member from the Planning Commission to attend all
43 Design Advisory Panel meetings to serve as a Commissioner liaison to the Panel. The
44 Commission intends to serve on a rotation schedule throughout the year.
45

46 **ENVIRONMENTAL REVIEW:** This action has been reviewed pursuant to the California
47 Environmental Quality Act (CEQA) and determined that this activity is covered by the
48 general rule that CEQA applies only to projects, which have the potential for causing a
49 significant effect on the environment, and where it can be seen with certainty that there is
50 no possibility that the action being contemplated, a minor revision to the Design Review
51 Ordinance will have any impact on the environment [Section 15061(b)(3)].
52

53 **FISCAL IMPACT:** No significant additional fiscal impacts would occur to the City as a
54 result of setting up a Design Advisory Panel to review future projects. Limited staff
55 assistance to the Panel is anticipated with modest staff costs. The City Council has
56 adopted a fee schedule for processing of development applications, as well as City
57 implementation of a cost recovery program to account for staff time and/or direct costs.
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59 **ATTACHMENTS:**

- 60 1. Draft Ordinance Recommended by the Planning Commission
61 2. Planning Commission Staff Report of September 12, 2007
62 3. Draft Ordinance Presented to the City Council on August 21, 2007
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