



Calistoga Planning & Building Department Annual Report for 2014

The Calistoga Planning & Building Department continued to provide a complete range of planning and building services to the community during 2014. The Department was staffed by two full-time planners, a part-time contract Building Official (augmented with additional inspectors and plan checkers) and a part-time Administrative Secretary.

2014 Overview

The following provides an overview of the Department’s accomplishments and activities in 2014.

<p>Current Planning Activities Planning Division staff conducted the following activities for the projects described below:</p> <ul style="list-style-type: none"> • Met with applicants, design professionals, engineers and community members • Prepared staff reports, resolutions, ordinances, environmental review documents and public hearing notices. Some projects required both Planning Commission and City Council review • Attended public hearings and meetings • Provided comments on related building permit submittals • Coordinated approvals and permits required by other agencies 	
Use Permit Applications	Obtained Planning Commission approval for 10 use permits, including: <ul style="list-style-type: none"> • Barrel Builders wine barrel storage • Vine Espresso coffee shop • Conversion of Wappo Market to guest unit and construction of two additional units • City’s recycled water pond • Two wine tasting rooms • Buster’s BBQ amendments for live entertainment • Roam Antiques Processed administrative use permit for Calistoga Family Apartments carports and solar panels
Design Review Applications	Obtained Planning Commission approval for 6 design review permits, including: <ul style="list-style-type: none"> • Two new residences on Michael Way • Two new residences on Emerald Drive • Rehabilitation of historic residence and barn at 1998 Cedar
Variance Applications	Obtained Council or Commission approval for 4 variances
Parcel Map Applications	Obtained Planning Commission approval for 4 parcel maps
Silver Rose Project	Assisted developer in finalizing project design, obtaining financing
Development Agreement Monitoring	Obtained status reports from developers of Calistoga Hills and Indian Springs Expansion projects; prepared Council staff reports

Other entitlements	Granted staff-level approval for setback variances, lot line adjustments, lot mergers, sign permits, home occupations
Project Review Meetings	Coordinated weekly project review meetings among department representatives
Advanced Planning Activities Planning Division staff conducted the following activities for the actions described below: <ul style="list-style-type: none"> • Prepared draft documents, staff reports, resolutions, ordinances, environmental review documents and public hearing notices for both Planning Commission and City Council review • Attended public hearings and meetings 	
Climate Action Plan	Obtained approval of Climate Action Plan
Public Safety and Public Services Elements update	Obtained approval of Public Safety and Public Services Element updates
Circulation Element update	Obtained approval of Circulation Element update
Housing Element update	Obtained Council and State approval of Housing Element update
Active Transportation Plan	Obtained approval of Active Transportation Plan by ATAC and City Council
Municipal Code Amendments	Obtained approval of CMC amendments for: <ul style="list-style-type: none"> • Revisions to Council appeals process • Revisions to Design Review chapter • Revisions to residential zoning districts and related definitions • Chicken-keeping regulations • Single-use carryout bags • Development impact fees • Affordable housing linkage fees
Development and In-Lieu Fee Studies	Worked with consultants to complete studies
Second Dwelling Unit Regulations	Obtained recommendation from Planning Commission for CMC amendments to facilitate development of second units
Residential Design Guidelines	Drafted and obtained adoption of design guidelines for new single- and multi-family dwellings and additions to existing single-family dwellings
Commission and Committee Activities The Planning Division acted as staff to the Planning Commission and following committees.	
Planning Commission	<ul style="list-style-type: none"> • Staffed 15 Commission meetings • Prepared agenda packets for each meeting • Prepared minutes for each meeting
Active Transportation Advisory Committee	<ul style="list-style-type: none"> • Conducted 8 Committee meetings • Drafted Active Transportation Plan
Green Committee	<ul style="list-style-type: none"> • Conducted 10 Committee meetings • Finalized Climate Action Plan

	<ul style="list-style-type: none"> • Worked to implement GHG Emissions Reduction Measures • Conducted follow-up survey of voluntary discontinuation of single-use carry-out bags • Coordinated Earth Day 2014 activities • Representative attended Upper Valley Waste Management Agency Board meetings
Other Activities Planning Division staff participated in other activities described below.	
Calistoga Family Apartments	Assisted with project lease-up
Indian Springs Expansion	Worked with developer during construction to resolve issues
AT&T Facilities Building	Worked with Fish & Wildlife to resolve river impact issues
Assistance to property owners, design professionals, developers and realtors	Provided guidance on the potential uses of buildings and properties, and the process for changes in use and development
Code Enforcement	<ul style="list-style-type: none"> • Participated in bi-weekly code enforcement meetings with other department representatives • Participated in enforcement actions for illegal vacation rentals, outdoor storage, etc. • Drafted new Code Enforcement Manual and amendments to CMC Nuisance Abatement provisions • Drafted new Public Complaint Forms, Notice to Abate forms and appeal process summary for public
Environmental Coordination	<ul style="list-style-type: none"> • Provided advice on environmental scopes of work and documents for Public Works projects • Prepared Mitigated Negative Declaration for 1998 Cedar project
Mobile Home Park RSO	<ul style="list-style-type: none"> • Administered Rent Stabilization Ordinance program • Answered tenant and park owner inquiries regarding RSO
Mobile Home Park Study	<ul style="list-style-type: none"> • Filed mandated progress reports and secured reimbursement for consultant payments from State • Coordinated consultant work and presentation of findings to Council
Residential Rehabilitation Grant	Assisted Housing Authority with administration of program
Fair Way Path Extension	<ul style="list-style-type: none"> • Administered grant for path design work and environmental review, including progress reports to and reimbursements from grantor • Coordinated and reviewed consultants' work • Obtained Council approval of preferred alignment • Obtained Planning Commission approval of project's environmental document
Water Conservation Program	<ul style="list-style-type: none"> • Assisted in development of Program • Assisted in hiring of Program staff

	<ul style="list-style-type: none"> Assisted with preparation of applications, brochures and public outreach materials
General Plan Annual Report	Compiled, prepared and filed annual report on General Plan implementation with State
Growth Management Annual Report	Prepared and presented annual report on Growth Management System to Council
Upper Valley Waste Mgmt. Agency	Attended monthly UVA meetings
Regional Planning	<ul style="list-style-type: none"> Attended meetings with local and regional representatives on climate change, travel behavior, plastic bag regulations Attended Bay Area Planning Directors Association annual meeting
Building Division	
Building Permits	Issued 300 building permits (a 9% increase over 2013)
Building Inspections	<ul style="list-style-type: none"> Conducted approximately 1500 inspections Provided dedicated inspectors for Indian Springs Expansion, Calistoga Family Apartments and Brian Arden Winery projects
Mobile Home Park Inspection	Initiated State-mandated inspections at Calistoga Springs Mobile Home Park
Seismic Retrofitting	Assisted with seismic retrofit of Susie's Bar and Grill
Monhoff Reconstruction	Processed insurance company appeal through Building Standards Advisory and Appeals Board

2015 Overview

In addition to working on routine matters, the Department anticipates pursuing the following projects and actions in 2015 (identified to date).

A significant commitment of time by all Department members will be dedicated to the completion of the Calistoga Family Apartments and construction of the Silver Rose project.

Current Planning Activities	
Silver Rose Resort	<ul style="list-style-type: none"> Coordinate issuance of permits with all departments Monitor project construction to ensure fulfillment of conditions of approval and environmental mitigation measures
Cal Mineral Water Building	Work with potential tenants to occupy vacant portions of building
Napa Trail Beer Company (1473 Lincoln Avenue)	<ul style="list-style-type: none"> Work with applicant to finalize project description Process land use entitlements through Planning Commission
Bank of America	Process remote ATM proposal
Vet Clinic Parcel Map	Complete Planning Commission review

Branstad Parcel Map	Process 2-lot split on Petrified Forest Road
Roman Spa Expansion	Prepare environmental documentation and process entitlements for renovations and spa expansion
Advanced Planning Activities	
Housing Element Implementation	Implement Element actions, including: <ul style="list-style-type: none"> • Revisions to inclusionary housing program • Adoption of state-mandated affordable housing incentives (e.g., density bonuses) • Mobile home park conversion ordinance • Senior housing parking reduction • Revisions to second unit regulations and impact fees
Land Use Element Update	<ul style="list-style-type: none"> • Purge completed actions • Update existing land uses map • Correct inconsistencies with Zoning Code provisions • Delete policy that allows vacation rentals by use permit
Infrastructure Element Update	Update to reflect completed projects (e.g., Mt. Washington Water Tank), status of infrastructure, and infrastructure needs
Park Improvements Grant	Apply for state funding for park improvements
Climate Action Plan	Implement GHG emissions reduction measures
Water-Efficient Landscaping Ordinance	<ul style="list-style-type: none"> • Draft ordinance incorporating state-mandated regulations • Obtain approval by Planning Commission and City Council
In-Lieu Parking Fee	Obtain approval by City Council of updated in-lieu parking fee
Affordable housing development	Assist potential developers with identifying potential sites and funding
Committee Activities	
Active Transportation Advisory Committee	Implement Active Transportation Plan
Green Committee	<ul style="list-style-type: none"> • Implement GHG Emissions Reductions Measures included in Climate Action Plan • Coordinate Earth Day 2015 activities
Other Activities	
Environmental Coordination	Assist with preparation of environmental documents for Public Works projects
HOME residential rehabilitation program	Review applications and assist Housing Authority with program administration
Fair Way Path Extension	<ul style="list-style-type: none"> • Evaluate and provide comments on draft construction plans • Identify wetlands mitigation alternatives • Assist with funding application for construction of extension
Grant Funding	Pursue funding for infrastructure-related projects

Maintain GIS database	Incorporate all records related to leases, easements and acquisitions within the former Southern Pacific RR right-of-way
Building Division	
Plan Checks	Coordinate plan checks among all departments for the Silver Rose project
Building Inspections	<ul style="list-style-type: none"> • Provide dedicated building inspector for Silver Rose project • Final inspections for Brian Arden Winery and Indian Springs Expansion projects
Mobile Home Park Inspection	Conduct health and safety inspections of the Chateau Calistoga Mobile Home Park
Seismic Retrofit Regulations	<ul style="list-style-type: none"> • Draft regulations for the abatement of unreinforced masonry buildings • Secure recommendation from Building Standards Advisory and Appeals Board • Obtain approval from City Council • Work with property owners to implement abatement procedures
ADA Transition Plan	Identify items remaining to be completed to ensure disabled accessibility at public facilities
Rooftop solar ordinance	Implement state-mandated regulations for rooftop solar building permits (AB 2188)
Building permit fee update	Draft updated building permit fees for Council consideration
Building permit form update	Update building permit form to reflect new development impact and in-lieu fees