

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Lynn Goldberg, Planning and Building Director  
**DATE:** December 20, 2016  
**SUBJECT:** Zoning Code Amendments and Processing Fee Related to Administrative Use and Temporary Use Permits (ZOA 2016-2)

APPROVED FOR FORWARDING

Dylan Feik, City Manager

1 **ISSUES:** Consideration of Zoning Code amendments to revise the requirements for  
 2 administrative use permits and establish a temporary use permit, and adoption of a fee  
 3 to recover processing costs for temporary use permits

4 **RECOMMENDATIONS:** Following a public hearing:

- 5 1. Introduce the ordinance and waive its first reading
- 6 2. Adopt a resolution setting the processing fee for temporary use permits

7 **BACKGROUND:** On November 15, 2016, the City Council directed staff to prepare  
 8 Zoning Code amendments to streamline the review process for some types of land use  
 9 entitlements, reduce processing costs, add procedures for reviewing administrative use  
 10 permits and create a temporary use permit (see details in Attachment 3).

11 The Council also indicated its support for setting the processing fee for temporary use  
 12 permits at a relatively low amount to minimize the financial burden on business owners  
 13 and to encourage them to apply for permits.

14 **PLANNING COMMISSION REVIEW:** The Planning Commission considered the  
 15 proposed Code amendments at a public hearing on November 30, 2016, and  
 16 unanimously adopted PC Resolution 2016-21 recommending their approval to the  
 17 Council.

18 **CONSISTENCY WITH COUNCIL GOALS AND OBJECTIVES:** Streamlining the  
19 review process for some types of land use entitlements and reduce processing costs  
20 would further the achievement of Goal 1 of the City Council's goals and objectives for  
21 Fiscal Year 2016-17, by helping to maintain and enhance the economic vitality of the  
22 community and the financial stability of the City, and Goal 2, Objective 2, by  
23 streamlining and simplifying processes.

24 **FISCAL IMPACTS:** Implementation of the amendments would result in a slight  
25 reduction in anticipated Planning Department revenue, since the number of  
26 administrative use permit applications would be reduced. However, there would be  
27 positive fiscal impacts to business and property owners through lower permit fees or the  
28 avoidance of such fees. Furthermore, requiring a less-expensive permit for certain  
29 temporary events would encourage businesses to comply with Code requirements  
30 rather than ignore them.

### **ATTACHMENTS**

1. Draft ordinance
2. Draft resolution
3. City Council staff report dated November 15, 2016