

# City of Calistoga

## Staff Report

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**TO:** Honorable Mayor and City Council  
**FROM:** Charlene Gallina, Planning and Building Director  
**DATE:** January 15, 2008  
**SUBJECT:** Urban Design Plan Update

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**APPROVAL FOR FORWARDING:**

  
James C. McCann, City Manager

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2 **ISSUE:** Update regarding the progress made on the Urban Design Plan (UDP).

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4 **RECOMMENDATION:** Receive update.

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6 **BACKGROUND/DISCUSSION:** Staff and the Oversight Committee have met several  
7 times over the past few months to revisit the work performed to date and to develop a  
8 strategy to move the Urban Design Plan forward to conclusion.

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10 With consultant assistance, staff and the Oversight Committee will be able to move  
11 forward to integrate public comments, including comments received by the Planning  
12 Commission and City Council members on the preliminary elements of the Plan. The  
13 Oversight Committee met in mid-December to outline a work plan. The group will be  
14 meeting on the 16<sup>th</sup> (tomorrow) to review progress and to develop a meeting schedule.  
15 The Oversight Committee will review the revised UDP document over the next several  
16 weeks and direct our Consultant to make final revisions to create the plan for public  
17 circulation and the commencement of the public hearing process.

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19 To expedite this process, staff and the Oversight Committee have committed to meet bi-  
20 weekly over the next two months to complete this task. We anticipate that the end of  
21 February our work will be handed over to the Consultant Team for development of a  
22 draft plan. By the end of March or early April, staff is confident that this plan will then be  
23 available for distribution to the public. Soon after, staff will then schedule review and  
24 recommendation by the Planning Commission and final action by the City Council.

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26 **FISCAL IMPACT:** None at this time.

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28 **ATTACHMENTS:** None at this time.