

PLANNING & BUILDING DEPARTMENT SUMMARY OF PROGRAMS & PROJECTS

NAME OF PROJECT	STAFF ASSIGNED	STATUS REPORT/ANTICIPATED COMPLETION DATE
PLANNING DIVISION/ADMINISTRATIVE FUNCTIONS:		
Discretionary Review Process	Gallina, MacNab, Lundquist	In-Process
- Forms	Lundquist, Guill	On-Going
- Policy Manual on Procedures	All	On-Going
- Excel Development Tracking System – GMA	Gallina	On-Going
- Project Projections	Gallina	Completed
Standard Conditions of Approval Manual	MacNab	In-Process
- Develop Conditions		
- Planning Commission Action		January 2010
Standard Mitigation Measure Manual	Lundquist	In-Process
- Develop Mitigation Measures		
- Planning Commission Action		January 2010
Web-Site Maintenance	Guill	On-Going
Planning Commission Meetings	Guill	On-Going
- Agendas, Packets, Minutes		
Design Advisory Panel	MacNab	On-Hold – January 2010
- Panel Selection		
- Develop Meeting Procedures		
- Develop Review Criteria		
Bicycle Advisory Committee	Lundquist	On-Going
- Work Program Implementation		
- Bike Map Production		Completed

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Planning Commission Training (Qrtly) <ul style="list-style-type: none"> - Staff Report Preparation - Department Work Program - Conducting Meetings - Plan Review - CEQA Process - General Plan/Zoning Ordinance Purpose & Intent 	Gallina/MacNab	Quarterly
Staff Training	All	On-Going
Office Space Remodel <ul style="list-style-type: none"> - Floor Plan Development - Cost Analysis - Project Management 	Cannon/Lundquist/PW	Fall 2009/Winter 2010
BUILDING DIVISION:		
Building Permit Processing: (Projects)		On-Going
<ul style="list-style-type: none"> - Permit Coordination - Building Permit Processing - Expired Permits - Monitoring - Inspections - Code Enforcement - NPDES BP Annual Letters & Inspections 	Guill Consultant/Planning/Building/PW/Fire Guill/Cannon Cannon Cannon Guill/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) 	Cannon/Guill	November 2009
Hazard Mitigation Program/Safety Assessment Program (SAP) <ul style="list-style-type: none"> - Coordinate with Emergency Management - Develop & Implement Program 	Cannon; FD	On-Going

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Building Standards Advisory & Appeals Board - Quarterly Meetings Scheduled	Cannon/Campbell	On-Going
Mobile Home Inspection Program - Rancho De Calistoga - Fairway	Cannon; Guill, Castle	In-Process December 2009 June 2010
Building Standards Code Updates - Monitor State Legislation/Regulations - Process Municipal Code Amendments	Cannon	On-Going per State Timelines
Un-Reinforce Masonry Program - Update List of Buildings (Completed) - Develop Program for Renovation - Property Owner Notification - Identify Funding Opportunities - Establish Ordinance	Cannon	In-Process; February 2010
Residential Seismic Strengthening Program - Develop Voluntary Program	Cannon	April 2010
ADA Business Review - SB 1608 - Training & Certification Program - Develop Voluntary Program	Cannon	June 2010 August 2009 June 2010

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CITY COUNCIL KEY PRIORITY PROJECTS:

Urban Design Plan

- Merchant Property Ad-Hoc Committee
- PC Recommendation
- CC Review & Action
- Finalize Plan

Gallina

In-Process
September 2009
November 2009
December 2009
January 2010

Urban Design Plan Implementation

- Implementation Plan Schedule
 - o PC Review
 - o CC Action
- Processing of GP/ZO Amendments

Gallina/MacNab/Lundquist

Commence After Adoption

January 2010
February 2009
June 2010

Housing Element Update

- Consultant Work
- Advisory Committee Meetings
- Public Meeting #1
- Preliminary Review of Draft
- Transmit to HCD
- Final Review & Approval of Draft

MacNab/CoastPlans

In-Process

March - December 2009
November 2009
November/December 2009
December 2009-March 2010
April-June 2010

Green Initiatives Program

- Climate Action Plan
- Green Building Ordinance
- Solar Efficiency Program
- Other Programs

Lundquist/Cannon/CRC/NCTPA

In-Process
November 2009
February 2010
February 2010

Fee Evaluation & Cost Recovery Program

- Timesheet Project Reporting
- Work Program Development/Selection of Consultant
 - Planning/Building Permits
 - Other City Service Fees
 - Development Impact Fees

Gallina/Cannon/Admin Services

In-Process; March 2010
July - January 2009
July - December 2009

NAME OF PROJECT	STAFF ASSIGNED	STATUS REPORT/ANTICIPATED COMPLETION DATE
<ul style="list-style-type: none"> - Citywide Tracking System - Development of Rates - Public Release of Preliminary Rates - CC Review/Action - Implementation of Adopted Rates 		<ul style="list-style-type: none"> December 2009-February 2010 March/April 2010 May 2010 July 2010

PROPOSED GENERAL PLAN/ZONING ORDINANCE AMENDMENTS:

General Plan Implementation - Work Program & Implementation Schedule	Gallina/MacNab	In-Process PC/CC November-December 2009
Zoning Ordinance Amendments - Bed & Breakfast Facility Regulations - Sexually Oriented Retail Business Ordinance - Marijuana Dispensary Prohibition - Dark Skies – Lighting Requirements - Parking Regulations - Solid Waste Enclosures - Neighborhood Character - Winery Regulations - Farm Animals - Miscellaneous Clean-Up and General Interpretation	Gallina/MacNab/Lundquist Lundquist Gallina MacNab Lundquist	In-Process January 2009 April 2010 April 2010 January/February 2010
Municipal Code Amendments - Sewer/Water Exception Amendment - Flood Management Amendment - Mobile Home Conversion Ordinance - Mills Act - Miscellaneous Clean-Up and General Interpretation	Gallina/MacNab/Lundquist	In-Process

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CODE COMPLIANCE/ENFORCEMENT ACTIVITIES:

City-Initiated & Citizen Complaints - Investigation & Abatement - Update Program Procedures (PD)	Cannon, Lundquist, MacNab PD, Fire, PW	On-Going
Illegal SF Conversions to Short-term Rentals	Lundquist	On-Going
MHP Rent Stabilization Ordinance Administration - Information Sheet (Completed) - Quarterly MH Park Outreach Program - State Legislative Monitoring (Established Tickler File) - Maintain Rent Database - Process Anniversary Date Change - Process Administrative Fee Change - Mobile Home Park Conversion Ordinance - Mobile Home Zoning Regulation Update	Lundquist	On-Going April 2010 April 2010 Not Scheduled Not Scheduled
Landlord Rental Inspection Program - Program Development - Implementation	Cannon	On-Hold Commence Work in February 2010

ANNUAL PROGRAMS:

Growth Management System Program - 2010 Allocation Process <ul style="list-style-type: none"> o Annual Report/Establish Development Objectives o Establish Allocation/Open Process o Granting of Allocations - Establish & Implement Suspension-Delegation Program	Gallina/MacNab	September 1, 2009 September 1, 2009 November 2009 October-November 2009
B&B Inspections Owner Meeting (Feb) <ul style="list-style-type: none"> - Inspections (Feb/Mar) - Follow-up (Mar/Apr) - PC Report (May/June) 	Lundquist/Fire Dept	On-Going (Pending Proposed B&B Amendments)

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Annual Housing Element Reports - Affordable Housing Unit Monitoring - Local Preference Policy Monitoring - HCD Unit Reporting	MacNab	On-Going; October
Annual General Plan Report	Gallina/MacNab	On-Going; October
PRIVATE DEVELOPMENT INITIATED: MAJOR/OTHER PROJECTS:		
Roman Spa Hot Springs Resort - Conceptual Plan Review - MOU Executed - Development Agreement; General Plan Amendment Zone Change; Use Permit; Design Review	Lundquist	In-Process March 22, 2006 October 17, 2007 Spring 2010
Calistoga Village Inn & Spa - Conceptual Design Review - Use Permit/Design Review Approval - Use Permit/Design Review Extension - Development Agreement Authorization	Lundquist	In-Process May 23, 2007 November 12, 2008 November 16, 2009 Spring 2010
Francis House (Old Hospital Redevelopment) - MOU Executed - Property Transferred - Conceptual Design Review - Final Design Review (Deconstruction/Stabilization Plan) - MOU Amendment - Extension of Final Design Review - Pending Application Formal Submittal	MacNab	In-Process August 15, 2006 November 2007 August 27, 2008 August 13, 2008 September 16, 2008 September 23, 2009
Bounsall Development Proposal - Conceptual Design Review - MOU Consideration (Sub-Committee)	Lundquist/Gallina	In-Process February 27, 2009 May – December 2009

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Enchanted Resorts Proposal - Conceptual Design Review - MOU Consideration	Lundquist	August 12, 2009 September-December 2009
Terrano Napa Valley Resort - DA Status Report to CC	Gallina	Project On-Hold November, 2009
Vineyard Oaks Subdivision - Project/DA Approval - DA Amendment - Final Map/Improvement Plan - DA Annual Review	Lundquist/PW PW Lundquist	In-Process June 2008 April 21, 2009 June 2010
Cottage Glen (CAH) - Conceptual Design Review - 2009 GMA Granted - 2009 GMA Request Submitted	MacNab	Formal Application Not Filed October 10, 2008 November 2008 November 2009
Gumina Grant Court Mixed-Use - Conceptual Design Review - GMA Granted	MacNab	Formal Application Not Filed October 24, 2007 November 2008
Dr. Wilkinson Spa & Resort Expansion/Renovation - Conceptual Design Review - MOU Executed	Gallina	Formal Application Not Filed January 11, 2006 November 21, 2006
Other Minor Development Projects: - Growth Management Allocations - Variances, Use Permits, Design Review Requests	Lundquist/MacNab	On-Going
Business License Application/Occupancy Review	Lundquist/Cannon/MacNab PW; Fire; PD	On-Going
Public Information Services (Counter/Phone)	MacNab/Lundquist/Cannon	On-Going

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PUBLIC PROJECTS:

Technical Support to Public Works Department	All	On-Going
- Section 504 - ADA Implementation	Cannon	
- NPDES Implementation Program	Lundquist/Cannon	
- CEQA/NEPA Compliance Processing	Planners/Administrative Services	
o Capital Improvement Projects		
▪ Logvy Master Plan	MacNab	
▪ Logvy Teen Center	MacNab	CRC – Nov; PC December 2009
o Grant Applications		
- (GMA) Water/Wastewater Baseline Evaluation	Gallina	
- Graphic Information Systems (Mapping)	MacNab; Lundquist	
- CIP BP Processing/Inspection Services	Cannon	
o Fire Station		
o Monhoff		
o Teen/Art Center		
Technical Support to Other Departments:		On-Going
- Community Resources Commission Activities	Lemen/Gallina	Monthly
- Public Convenience/Necessity Determinations	PD/Lundquist	As Needed
- Connection Fee Deferral Program	Mushallo/Gallina	September 2009
- Business License Fee Processing	Mushallo/Cannon/Lundquist	December 2009
- DDA Policy & Procedures Update	Mushallo/Gallina	November 2009

COUNTY INITIATED PROJECTS:

NCTPA – TAC	Gallina/Takasugi	Monthly
Monitor Housing Element Updates	MacNab	On-Going
Flood Control/FEMA Program	Lundquist	On-Going