

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		March 2010
- Planning Commission Action		
Standard Mitigation Measure Manual	Lundquist	In-Process
- Develop Mitigation Measures		March 2010
- Planning Commission Action		
Web-Site Maintenance	Guill	Updates Conducted As Needed
Planning Commission Meetings	Guill	2 nd & 4 th Wednesday of the Month
- Preparation of Agendas, Minutes & Packets		
Design Advisory Panel	MacNab	Implementation On-Hold
- Panel Member Selection (City Council)		
- Development of Meeting Procedures		
- Development of Review Criteria		
Bicycle Advisory Committee	Lundquist	Quarterly Meetings Held
- Work Program Implementation		

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Conduct on a Quarterly Basis

Gallina/MacNab

Planning Commission Training (Qrtly)

- Staff Report Preparation
- Conducting Meetings
- Plan Review
- CEQA Process
- General Plan/Zoning Ordinance Purpose & Intent

On-Going

All

Staff Training

Improvements On-Hold

Cannon/Lundquist/PW

- Office Space Remodel (City Hall 1st Floor)
- Floor Plan Development & Cost Analysis
- Authorization
- Project Management & Implementation

BUILDING DIVISION:

Building Permit Processing: (Projects)

- Permit Coordination
- Building Permit Processing
- Expired Permits - Monitoring
- Inspections
- Code Enforcement
- NPDES BP Annual Letters & Inspections

Guill

On-Going

Consultant/Planning/Building/PW/Fire
Guill/Cannon
Cannon
Cannon
Guill/Cannon

January 2010

Cannon/Guill

General Building Infrastructure

- Evaluation of Procedures & Process
- Development of Forms & Application Checklist
- Development Public Information Materials (On-going)

Commenced November 2009

Cannon/Takasugi

Fire Station Renovation Project (CIP)

- Inspector of Record Duties

Quarterly Meetings Scheduled

Cannon/Campbell

Building Standards Advisory & Appeals Board

NAME OF PROJECT	STAFF ASSIGNED	STATUS REPORT/ANTICIPATED COMPLETION DATE
Hazard Mitigation Program/Safety Assessment Program (SAP) - Coordinate with Emergency Management - Develop & Implement Program	Cannon; FD	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	Conduct 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	Gallina	In-Process
- Merchant Property Ad-Hoc Committee		September 2009
- PC Recommendation		November 2009
- CC Review & Action		December 2009 - January 2010
- Finalize Plan		February 2010
Urban Design Plan Implementation	Gallina/MacNab/Lundquist	Commence After Adoption
- Implementation Plan Schedule		March 2010
o PC Review		April 2010
o CC Action		Individual Dates To Be Determined
- Processing of GP/ZO Amendments		
Housing Element Update	MacNab/CoastPlans	In-Process
- Consultant Work		March - February 2010
- Advisory Committee Meetings		January 2010
- Public Meeting #1		March - April 2010
- Preliminary Review of Draft (Public Meeting #2 & PC Hearings)		April - June 2010
- Transmit to HCD		June - August 2010
- Final Revisions, Review & Approval of Draft		
Green Initiatives Program	Lundquist/Cannon/CRC/NCTPA	In-Process
- Climate Action Plan Preparation		June 2010
- Green Building Ordinance		April 2010
- Solar Efficiency Program		April 2010
- Other Programs – Water Efficiency Landscape Requirements		January 2010 (State Mandate)
- Provided Technical Support to CRC and CRC Sub-Committee		
Fee Evaluation & Cost Recovery Program	Gallina/Cannon/Admin Services	In-Process; March 2010
- Work Program Development/Selection of Consultant		February 2010
- Planning/Building Permits		
- Other City Service Fees		
- Development Impact Fees		

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- Citywide Tracking System		April 2010
- Development of Rates		April – May 2010
- Public Release of Preliminary Rates		June 2010
- CC Review/Action		July 2010
- Implementation of Adopted Rates		

PROPOSED GENERAL PLAN/ZONING ORDINANCE AMENDMENTS:

General Plan Implementation	Gallina/MacNab	In-Process
- Work Program & Implementation Schedule		PC/CC February/March 2010
Zoning Ordinance Amendments	Gallina/MacNab/Lundquist	In-Process
- Bed & Breakfast Facility Regulations	Lundquist	January - March 2010
- Sexually Oriented Retail Business Ordinance	Gallina	April 2010
- Marijuana Dispensary Prohibition	MacNab	April 2010
- Dark Skies – Lighting Requirements	Lundquist	February – March 2010
- Parking Regulations		TBD
- Solid Waste Enclosures		TBD
- Neighborhood Character		TBD
- Winery Regulations		Forward to Council – February 2010
- Farm Animals		TBD
- Miscellaneous Clean-Up and General Interpretation		TBD
- Refer to Updated List of Ordinances		

Municipal Code Amendments	Gallina/MacNab/Lundquist	In-Process
- Sewer/Water Exception Amendment		
- Flood Management Amendment		
- Mobile Home Conversion Ordinance		
- Mills Act		
- Miscellaneous Clean-Up and General Interpretation		
- Refer to Updated List of Ordinances		

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CODE COMPLIANCE/ENFORCEMENT ACTIVITIES:		
City-Initiated & Citizen Complaints Investigation & Abatement	Cannon, Lundquist, MacNab PD, Fire, PW	On-Going
Update Program Procedures (PD)		
Illegal SF Conversions to Short-term Rentals	Lundquist	On-Going
MHP Rent Stabilization Ordinance Administration	Lundquist	On-Going
Information Sheet (Completed)		Conducted Quarterly
MH Park Outreach Program		Updated Conducted Quarterly
State Legislative Monitoring (Established Tickler File)		Based Upon Anniversary Dates
Maintain Rent Database		April 2010
Process Anniversary Date Change		April 2010
Process Administrative Fee Change		Not Scheduled
Mobile Home Park Conversion Ordinance		Not Scheduled
Mobile Home Zoning Regulation Update		
Landlord Rental Inspection Program	Cannon	On-Hold - Pending Completion of Housing Element Update
Program Development/Implementation		
ANNUAL PROGRAMS:		
Growth Management System Program	Gallina/MacNab	November 2009
Implemented Administrative Program for Granting Allocations		On-Going; June 2010; December 2010
Conduct Monitoring and Reporting Activities for 2010		
B&B Inspections	Lundquist/Fire Dept	On-Going (Pending Proposed B&B Amendments)
Owner Meeting (Feb)		
Inspections (Feb/Mar)		
Follow-up (Mar/Apr)		
PC Report (May/June)		

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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	Lundquist	In-Process
- Conceptual Plan Review		March 22, 2006
- MOU Executed		October 17, 2007
- Development Agreement; General Plan Amendment Zone Change; Use Permit; Design Review		Spring 2010
Calistoga Village Inn & Spa	Lundquist	In-Process
- Conceptual Design Review		May 23, 2007
- Use Permit/Design Review Approval		November 12, 2008
- Use Permit/Design Review Extension		November 16, 2009
- Development Agreement Authorization		Spring 2010
Francis House (Old Hospital Redevelopment)	MacNab	In-Process
- MOU Executed		August 15, 2006
- Property Transferred		November 2007
- Conceptual Design Review		August 27, 2008
- Final Design Review (Deconstruction/Stabilization Plan)		August 13, 2008
- MOU Amendment		September 16, 2008
- Extension of Final Design Review		September 23, 2009
- Pending Application Formal Submittal		
Bounsall Development Proposal	Lundquist/Gallina	In-Process
- Conceptual Design Review		February 27, 2009
- MOU Consideration (Sub-Committee)		May – December 2009
- MOU Executed		December 15, 2009
- Pending Application Formal Submittal		

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Enchanted Resorts Proposal
 - Conceptual Design Review
 - MOU Executed
 - Pending Application Formal Submittal

Lundquist

August 12, 2009
 November 3, 2009

Terrano Napa Valley Resort
 - DA Status Report to CC

Gallina

Project On-Hold
 January 2010

Vineyard Oaks Subdivision
 - Project/DA Approval
 - DA Amendment
 - Final Map/Improvement Plan
 - DA Annual Review

Lundquist/PW

In-Process
 June 2008
 April 21, 2009
 June 2010

Dr. Wilkinson Spa & Resort Expansion/Renovation
 - Conceptual Design Review
 - MOU Executed

Gallina

Formal Application Not Filed
 January 11, 2006
 November 21, 2006

Other Development Projects:

Lundquist/MacNab

On-Going

- Growth Management Allocations
 - Variances, Use Permits, Design Review Requests

Business License Application/Occupancy Review

Lundquist/Cannon/MacNab
 PW; Fire; PD

On-Going

Public Information Services (Counter/Phone)

MacNab/Lundquist/Cannon

On-Going

PUBLIC PROJECTS:

Technical Support to Public Works Department
 - Section 504 - ADA Implementation
 - NPDES Implementation Program
 - CEQA/NEPA Compliance Processing
 o Capital Improvement Projects
 o Grant Applications

All
 Cannon
 Lundquist/Cannon
 Planners/Administrative Services

On-Going

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- (GMA) Water/Wastewater Baseline Evaluation Gallina
 - Graphic Information Systems (Mapping) MacNab; Lundquist
 - CIP BP Processing/Inspection Services Cannon
 - o Fire Station (Inspector of Record)
 - o Logvy Teen/Art Center
- Technical Support to Other Departments:
- Community Resources Commission Activities Lemen/Gallina
 - Public Convenience/Necessity Determinations PD/Lundquist
 - Connection Fee Deferral Program Mushallo/Gallina
 - Business License Fee Processing Mushallo/Cannon/Lundquist
 - DDA Policy & Procedures Update Mushallo/Gallina

On-Going Monthly
As Needed
January 2010
February 2010
February 2010

COUNTY INITIATED PROJECTS:

NCTPA – TAC

Gallina/Takasugi/Lundquist

Monthly

Monitor Housing Element Updates

MacNab

On-Going

Flood Control/FEMA Program

Lundquist

On-Going