

# CITY OF CALISTOGA

## STAFF REPORT

**TO: CHAIRMAN MANFREDI AND MEMBERS OF THE PLANNING COMMISSION**

**FROM: CHARLENE GALLINA, PLANNING & BUILDING DIRECTOR**

**DATE: MARCH 24, 2010**

**SUBJECT: WORKSHOP SESSION ON SUGGESTED WORK PROGRAM & DISCUSSION TOPICS FOR THE CITY COUNCIL ANNUAL STRATEGIC PLANNING & GOAL SETTING MEETING**

---

---

1 **REQUEST:**

2  
3 Review suggested Fiscal Year 2010-2011 Work Program and identify other discussion  
4 topics for the City Council Annual Strategic Planning & Goal Setting Meeting.  
5

6 **BACKGROUND:**

7  
8 On March 2, 2010, the City Council set a date of April 13, 2010 for their annual strategic  
9 planning and goal setting meeting. As part of their agenda, the Council has requested  
10 that a representative from the Planning Commission and Community Resources  
11 Commission attend this meeting to offer comments and suggestions to the City Council.  
12 (Refer to Attachment 2) In response to this request, staff has scheduled another  
13 workshop session with the Planning Commission to review and comment on the  
14 Planning & Building Department's Fiscal Year 2010-2011 suggested work program and  
15 for the Commission to identify any ideas and suggestions for Chairman Manfredi to  
16 share with the City Council at this meeting.  
17

18 To assist the Commission in this workshop discussion, staff has attached the Special  
19 Joint City Council and Planning Commission staff report and meeting minutes  
20 (Attachment 3) which includes the adopted vision and mission statement for the City of  
21 Calistoga, and the Council's Goals, Objectives and eight identified Key Priority Projects  
22 for Fiscal Year 2009/2010, 2009 Department accomplishments, as well as, the  
23 Department's updated Summary of Programs and Projects. Staff has also attached a  
24 copy of the Commission Meeting Minutes of October 28, 2009 in which a workshop was  
25 held to discuss Planning Commission – Staff Expectations. (Attachment 4) As a  
26 reminder, during the October 2009 workshop session, Commission and staff discussion  
27 primarily focused on the following areas:  
28

- 29 • Staff report format, project analysis and packet distribution;  
30 • Planning Commission Meeting norms;

- 31 • Comments on the Department's Summary of Programs & Projects & Council  
32 Priorities;
- 33 • New protocol for processing of City-initiated amendments to the General Plan and  
34 Zoning Ordinance/Municipal Code and/or specific programs and projects;
- 35 • Community perceptions; and
- 36 • Other areas of concern.

37

38 **DISCUSSION**

39

40 Based upon the City Council's existing Key Priority Projects, prior Commission  
41 discussion on the Department's Summary of Programs, and recent recommendations  
42 on the UDP Implementation Work Program, Attachment 1 represents staff's suggested  
43 work program for Fiscal Year 2010-2011. It should be noted that this suggested work  
44 program reflects the listing of City-initiated projects that will need to be completed to  
45 address completion of previously identified Key Priority projects, and required State  
46 mandates. This list also reflects suggested projects/programs as recommended to date  
47 by the Community Resources Commission, since our Department has been directed to  
48 provide technical assistance to this Commission. In addition, staff has also identified  
49 anticipated private development projects that are likely to be processed during this  
50 period.

51

52 **RECOMMENDATION**

53

54 Staff recommends that the Planning Commission discuss the suggested Work Program,  
55 and identify ideas and suggestions for Planning Commission input at the City Council  
56 Annual Strategic Planning & Goal Setting meeting to be held on April 13, 2010.

57

58 **ATTACHMENTS:**

59

60

61

62

63

1. Suggested Work Program for Fiscal Year 2010-2011
2. City Council Report of March 2, 2010
3. Special Joint Meeting of the City Council Goals & Objectives for Fiscal Year  
2009/2010 Staff Report & Meeting Minutes of January 13, 2010
4. Planning Commission Meeting Minutes of October 28, 2009