

CITY OF CALISTOGA

STAFF REPORT

TO: CHAIRMAN MANFREDI AND MEMBERS OF THE PLANNING COMMISSION

FROM: CHARLENE GALLINA, PLANNING & BUILDING DIRECTOR

DATE: JUNE 9, 2010

SUBJECT: GENERAL PLAN ANNUAL REPORT & WORK PROGRAM FOR IMPLEMENTATION OF POLICY DIRECTION

REQUEST:

Consideration of the General Plan Annual Report and Work Program for implementation of General Plan policy direction. *(This item was continued from the Planning Commission Meeting of May 12, 2010)*

BACKGROUND/DISCUSSION:

On May 12, 2010, staff presented for Commission review, discussion and recommendation to the City Council a draft General Plan Annual Report and General Plan Implementation Work Program. The contents of this draft report included the following components:

Introduction & Summary

- Purpose of Annual Report
- Purpose of General Plan
- Elements of the General Plan
- Annual Report
- Status of Adopted Elements of the General Plan
- Summary Schedule of Work Tasks for Fiscal Year 2010-2011

Element Annual Reports

Recommended Summary Schedule of Work Tasks for Fiscal Year 2010-2011

Given this draft report, the Commission was requested to focus on the identification of additional content that should be included within this annual report to the City Council recognizing that it is staff's intent to utilize this format when presenting the General Plan's annual report in the future. In addition, the Commission commenced its review of the following Element Annual Reports: Land Use, Community Identity, Circulation, Housing, Noise, Geothermal & Economic Development.

In response to Commission review and discussion, tracked changes and corrections have been incorporated into the annual report for final review and consideration. In

33 response to comments presented by Ms. Kristin Casey concerning the need to report on
34 General Plan Element policies and staff response to her comments at the meeting.
35 Staff continues to recommend that Element policies not be incorporated into this report.
36 However, it should be noted that though day-to-day operations within each City
37 Department, General Plan policies are actively used in development of public and
38 review of private projects as well as implementation of City programs.

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40 To complete this review, staff has presented in this updated Annual Report the
41 remaining Elements of the General Plan (Infrastructure, Public Services, Open Space &
42 Conservation, & Public Safety). Once again, the Commission will find a listing of all
43 Goals, applicable Objectives and all Action numbers. Also reported with each Action is
44 the specific language of the action provided within the Element, identification of the
45 Department/Agency responsible for action implementation, the required tasks for
46 implementation, a status update on the progress made for action language, and a
47 schedule for implementation.

48 49 **RECOMMENDATION**

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51 Staff recommends that the Planning Commission discuss, solicit public comment, and
52 provide a recommendation to the City Council on remaining 2003 General Plan
53 Elements (Infrastructure, Public Services, Open Space & Conservation & Public Safety)
54 and to provide a final recommendation to the City Council on a work program for
55 implementation of General Plan policy direction.

56 57 **SUGGESTED MOTION**

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59 I move that the Planning Commission recommend to the City Council adoption of the
60 General Plan Annual Report and adopt the General Plan Work Program for
61 implementation of General Plan policy direction, as recommended by staff.

62 63 **ATTACHMENTS:**

- 64 1. Draft General Plan Annual Report & Implementation Work Program
 - 65 • Revised Introduction & Summary
 - 66 • Revised Land Use Element
 - 67 • Revised Community Identity Element
 - 68 • Revised Circulation Element
 - 69 • Housing Element
 - 70 • Infrastructure Element
 - 71 • Public Services Element
 - 72 • Open Space and Conservation Element
 - 73 • Revised Noise Element
 - 74 • Public Safety Element
 - 75 • Revised Geothermal Element
 - 76 • Revised Economic Development Element
- 77 2. Public Comments
- 78 3. Planning Commission Staff Report of May 12, 2010 (Abbreviated)

Kristin Casey
1132 Denise Drive
Calistoga

Date: May 12, 2010
To: Chair Manfredi and Planning Commission Members
Re: Implementing the 2003 General Plan to Preserve Calistoga's Character

It is refreshing to see that the Calistoga Planning Department is now working on a report to let us know if and how our 2003 General Plan has been implemented. When I was about to go off the Planning Commission after my 10 years, I asked staff when our maps and ordinances would be updated so that they would be consistent with the 2003 General Plan, but I was told that this was not a priority because the City Council had not listed it as a priority.

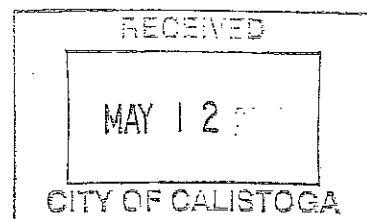
I later addressed the Council at their strategic planning retreat on July 17, 2009 and asked them to please let the Planning Department know that implementing the General Plan and updating all ordinances and maps so that they would be consistent with the General Plan is actually required by law.

I think the citizens of Calistoga are now indebted to Council Person Karen Slusser for recently insisting that this task be included in the City Council Goals for 2010-2011. And please not that, as confirmed by the Staff report, "Section 65400 of the California Government Code requires the City to file an annual report addressing the status of the General Plan and progress made toward goals and objectives." Why this has taken eight years is something that mystifies me.

I am attaching below a portion of the memo I wrote back in July 2009 regarding the General Plan items that have needed to be implemented in order to preserve Calistoga's rural small town character. I appreciate the fact that you are now being asked to address this important task and I ask that you keep in mind the fact that Calistoga citizens worked hard on the 2003 General Plan and we have a deep desire for our elected and appointed representatives to help us keep our town's character intact. This means to honor those provisions that were carefully considered and painstakingly put into the 2003 General Plan, and to think very hard and independently when you are asked to amend the General Plan to accommodate higher density or more commercial development than is called for in the Plan.

Thank you for all your hard work!

Kristin Casey



GENERAL PLAN ACTIONS

RELATING TO CALISTOGA'S CHARACTER

The following list of General Plan Action items (and some general verbiage) will not include all of them, but I will try to include the major ones that I see relating to Calistoga's character as I go through the General Plan.

Land Use Element

- *LU-13: "The Land Use Designation Map is implemented through the Zoning Ordinance....Under State law, the Zoning Ordinance and other City regulations must be consistent with the General Plan."*
- LU-43, Action 1 (in relation to the Objective that calls for ensuring that commercial and industrial development is designed to not disturb Calistoga's quality of life and that it is approved at a rate and scale that retains Calistoga's small -town character): "Create and adopt a commercial and industrial growth management ordinance that limits commercial and industrial growth in a manner similar to that allowed for residential growth."
- LU-47, Action 1: "Amend the Zoning Ordinance to ensure it is consistent with the 2003 Land Use Designation Map and land use descriptions, including the modifications made to permitted uses, densities, and minimum lot size provisions...."

Community Identity Element

- CI-22, Action 2 (in relation to the Goal of maintaining and enhancing Calistoga's small town character): "Conduct an evaluation of City guidelines, ordinances, and infrastructure standards to ensure they are consistent with community identity features."
- ~~CI-23, Action 1 (In relation to the Objective of maintaining and enhancing the urban design quality of the downtown and other commercial areas): "Prepare an Urban Design Plan for central Calistoga."~~
- CI-26, Action 1: "Prepare and adopt new design guidelines for residential areas."
- CI-27, Action 1 (In relation to preserving and enhancing Calistoga's entry corridors): "Collaborate with the County to prepare an urban design plan for major entry corridors." [Note that the only places an urban design plan is called for in the General Plan are at pages CI- 23 and 27, and these are limited to central Calistoga and to preserving our entry corridors].

Open Space and Conservation Element

- OSC-37, Action 2: "Develop and adopt guidelines establishing wildlife corridors, biological preservation techniques, and wetlands restoration methods."
- OSC-38, Action 1: "Amend the requirements of the Hillside Development Ordinance to specifically include preservation of forest lands."
- OSC-41, Action 1: "Amend the Hillside Development Ordinance to include: Provisions related to light and glare; Viewshed protection; Protection of skylines from visible development; Requirements to protect forest lands within the Hillside Overlay Zone."
- OSC-43, Action 1: "Revise the Municipal Code so new development is required to maintain and enhance riparian setback areas...."
- OSC-43, Action 1: "Revise the Subdivision Ordinance and other Municipal Codes to incorporate alternative storm water management policies that reduce the creation of impermeable surfaces in new development."
- OSC-46, Action 1: "Develop a comprehensive, long-term management plan for the Napa River in Calistoga."
- OSC-48: "The City shall continue to provide for agricultural uses in Rural Residential designations...."
- OSC-54: "The City shall ensure that development safeguards scenic vistas and gateways and maintains the rural small-town character of the following roadways." (All roads leading into Calistoga are listed).
- OSC-56, Action 1: "Revise the Hillside Management Ordinance to protect hillside viewsheds and prevent development along skylines."

Noise Element

- N-20, Action 1: "Revise the Noise Ordinance so that it contains quantitative measures to maintain Calistoga's existing low level of noise, as well as measures to address localized, temporary noise sources...."

Economic Development Element

- ED-10: "Given Calistoga's unique character, the City needs tailored economic development strategies that will help to ensure that new economic development fits within and maintains small-town character."

CITY OF CALISTOGA

STAFF REPORT

TO: CHAIRMAN MANFREDI AND MEMBERS OF THE PLANNING COMMISSION

FROM: CHARLENE GALLINA, PLANNING & BUILDING DIRECTOR

DATE: MAY 12, 2010

SUBJECT: GENERAL PLAN ANNUAL REPORT & WORK PROGRAM FOR IMPLEMENTATION OF POLICY DIRECTION

1 **REQUEST:**

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3 Consideration of the General Plan Annual Report and Work Program for implementation
4 of General Plan policy direction.

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6 **BACKGROUND:**

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8 At the City Council's annual strategic planning and goal setting meeting held on April
9 13, 2010, it was expressed that implementation of General Plan policy direction was
10 needed to be conducted to ensure that the Calistoga Municipal Code, the Official
11 Zoning Map and other applicable regulatory documents of the City were consistent with
12 the 2003 General Plan. Therefore, a requirement for the Planning Director to develop
13 and implement a work plan for the 2003 General Plan was added the City Council's Key
14 Priority Project list for Fiscal Year 2010-2011. On April 20, 2010, the City Council
15 formally adopted the Council's Goals and Objectives and Key Priority Projects for Fiscal
16 Year 2010/2011 which includes this work effort. (Refer to Attachment 2)

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18 **DISCUSSION**

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20 Section 65400 of the California Government Code requires the City to file an annual
21 report addressing the status of the General Plan and progress made toward goals and
22 objectives. The annual report also provides a means to review the General Plan and
23 determine if changes need to be made in the plan or its implementation. It should be
24 noted that since adoption of the General Plan in 2003, staff has prepared and forward
25 each year various reports to the State and other required agencies showing progress
26 made on implementation of Calistoga's General Plan.

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28 As provided in Attachment 1, staff has created for Commission review, discussion and
29 recommendation to the City Council a draft General Plan Annual Report and
30 Implementation Work Program.

33 The contents within this draft report include the following components:

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Introduction & Summary

- Purpose of Annual Report
- Purpose of General Plan
- Elements of the General Plan
- Annual Report
- Status of Adopted Elements of the General Plan
- Summary Schedule of Work Tasks for Fiscal Year 2010-2011

Element Annual Reports

Recommended Summary Schedule of Work Tasks for Fiscal Year 2010-2011

At this time, staff is requesting that discussion of the Commission focus on what additional content should be included within this annual report to the City Council. It should be noted that it is staff's intent to utilize this format when presenting the General Plan's annual report in the future.

Furthermore, staff is requesting that the Commission review and comment on each Element annual report. Within each Element report, the Commission will find a listing of all Goals, applicable Objectives and all Action numbers. Also identified is the specific Action language associated with applicable Objectives, identification of the Department/Agency responsible for action implementation, the required tasks for implementation, a status update on the progress made for action language, and a schedule for implementation. It should be noted that for this meeting staff has only provided an assessment on the following Elements: Land Use, Community Identity, Circulation, Housing, Noise, Geothermal & Economic Development.

At the Planning Commission Meeting of May 26, 2010, staff will present the remaining Elements (Infrastructure, Public Services, Open Space & Conservation, & Public Safety) and present additional information that staff was unable to complete with preparation of this staff report. Furthermore, staff will be requesting that the Commission provide a final recommendation to the City Council on the proposed work program for implementation of General Plan policy, as recommended by staff.

RECOMMENDATION

Staff recommends that the Planning Commission discuss, solicit public comment, and provide a recommendation to the City Council on the following 2003 General Plan Elements: Land Use, Community Identity, Circulation, Housing, Noise, Geothermal & Economic Development.

Staff further recommends that the Planning Commission continue this item to regular Planning Commission Meeting of May 26, 2010 in order to finish Commission discussion on the remaining 2003 General Plan Elements (Infrastructure, Public Services, Open Space & Conservation, & Public Safety) and to provide a final recommendation to the City Council on a work program for implementation of General Plan policy direction.

81 **SUGGESTED MOTION(S)**

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83 I move to continue this item to the Planning Commission Meeting of May 26, 2010.
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85 **ATTACHMENTS:**

- 86 1. Draft General Plan Annual Report & Implementation Work Program
- 87 • Introduction & Summary
 - 88 • Land Use Element
 - 89 • Community Identity Element
 - 90 • Circulation Element
 - 91 • Housing Element
 - 92 • Noise Element
 - 93 • Geothermal Element
 - 94 • Economic Development Element
- 95 2. City Council Goals & Objectives and Key Priority Projects for Fiscal Year
96 2010/2011

RESOLUTION 2010-028

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,
COUNTY OF NAPA, STATE OF CALIFORNIA, ADOPTING OUTCOMES
FROM THE CITY COUNCIL'S STRATEGIC PLANNING EFFORTS

WHEREAS, the City Council has determined that undertaking a strategic planning effort would be beneficial to the efficient operation of the City; and

WHEREAS, the City Council has included this undertaking as one of its priority projects for Fiscal Year 2010/2011; and

WHEREAS, the City Council held a special meetings to undertake strategic planning efforts and received public input and comment and information from City staff; and

WHEREAS, on April 13, 2010, the City Council devoted time to explore areas of interest, current needs, on-going projects and emerging trends and reached consensus on desired policy direction for the City; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Calistoga hereby adopts the following products from the Council's Strategic Planning effort attached hereto: City Council Goals and Objectives for Fiscal Year 2010/2011, Key Priority Projects for Fiscal Year 2010/2011.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 20th day of April 2010, by the following vote:

AYES: Mayor Gingles, Vice Mayor Dunsford, Councilmember Garcia, Councilmember Kraus, and Councilmember Slusser,

NOES: None

ABSTAIN/ABSENT: None


JACK GINGLES, Mayor

ATTEST:


LORIE GOLDBECK, DEPUTY CITY CLERK

City Council Goals And Objectives FY 2010/2011

Maintain and enhance the economic vitality of the community.

Objectives:

- Manage and advance key private development and renovation proposals.
- Adopt updated water and wastewater user rates with the most reasonable adjustments possible.
- Evaluate and revise as necessary development impact fees.
- Develop and adopt a long-term General Fund revenue, expenditure and capital improvement projects forecast.
- Adopt a fiscal year budget with conservative assumptions and with the protection of reserve funds.
- Continue to reduce City operating costs.

Offer excellent professional services to all customers.

Objectives:

- Continue to provide a high standard in the delivery of emergency and general municipal services.
- Improve the delivery of private development related services.
- Streamline and simplify processes.
- Expand and improve communication and transparency.
- Maintain focus on existing key assignments and priorities. Evaluate available time and resource demands before committing to or assigning new tasks. Evaluate and adjust staffing levels as necessary to reflect increased demands.

Establish, improve and maintain City infrastructure.

Objectives:

- Continue to maintain the high level of service and reliability available to the community through our infrastructure systems and facilities.
- Complete and approve plans and specifications for the 1.5 million gallon water storage tank at Mt. Washington, secure funding and seek construction bids and commence construction.
- Complete renovation of the Fire Station.

Create an environmentally sustainable community.

Objectives:

- Implement "green" environmental sustainability polices and initiatives.
- Continue to pursue funding opportunities for geothermal and photovoltaic system improvements at the Community Pool.

Maintain the small-town rural character of Calistoga.

Objectives:

- Adopt a comprehensive update of the Housing Element of the General Plan.
- Develop and implement a work plan to address General Plan and Municipal Code conflicts, inconsistencies and needed policy direction.

Expand and improve recreational facilities.

Objectives:

- Complete the construction drawings for the Teen Center/Art Center improvements at Logvy Community Park. Re-evaluate and explore project construction and operating costs and available funding and options.
- Work with the County to improve the Calistoga Library.

City Council Key Priority Projects FY 2010/2011

- Water Tank: Commencement of the construction of the Mt. Washington 1.5 million gallon Water Storage Tank;
- Fire Station: Completion of the Fire Station Renovation project;
- General Plan Policy Implementation: Develop and implement a work plan to address General Plan and Municipal Code conflicts, inconsistencies and needed policy direction.
- Green Policies: Adoption and implementation of Environmental Sustainability policies and the Climate Action Plan Framework;
- Housing Element: Completion and adoption of the Housing Element Update;
- Fee Updates: Completion and adoption of Fee Updates (Water & Wastewater Utility and the Development Fees);
- Recreation Facilities: Complete the construction drawings for the Teen Center/Art Center improvements at Logvy Community Park. Re-evaluate and explore project construction and operating costs and available funding and options.
- Traffic Circulation Improvements: Completion of the planning efforts for the Silverado Trail/Hwy 29 Intersection Improvements and commencement of study efforts for the Petrified Forest/ Hwy 128 Intersection Improvements.
- Long-term Financial Planning: Develop and adopt a long-term General Fund revenue, expenditure and capital improvement projects forecast.
- Labor Negotiations: Conclude negotiations with Police and Fire units in a constructive, responsible and proactive manner.