

Major Accomplishments

2030 General Plan Update:

- Adopted a new Housing Element.
- Concluded public outreach process for the “key policies” portion of the General Plan update, including a public workshop and meetings with the General Plan Advisory Committee (4), the Ad Hoc Downtown Committee (3), the Sustainability Task Force (2), and multiple stakeholder groups.
- Received policy direction from the Council and Commission at two joint study sessions on issues such as infill, mixed-use, Downtown, economic development, circulation, and sustainability to support development of the 2030 General Plan.
- Initiated development of the draft General Plan and supporting environmental and fiscal documents.

Special Projects:

- Adoption of the Historic Resources Inventory
- Adoption of the Design Guidelines Manual
- Adoption of Code amendments relating to trees and landscaping (the “Tree Ordinance”)
- Adoption of various Municipal Code Amendments including
 - * Bus Shelter Advertising (in coordination with BCAG)
 - * Downtown Parking Standards
 - * “Phase III” Code Revision addressing 19 different sections of Chico Municipal Code Title 19
- Completion and adoption of the Council-mandated two-year Work Plans for Planning Commission and Architectural Review Board
- Provided Planning assistance to Capital Project Services Department and Sewer and Storm Drain Division

Major Development Projects:

- Meriam Park:
 - * Processed Amendment No. 1 to the Meriam Park Development Agreement in support of the Parkside Terrace 90-unit affordable housing project
 - * Monitored restoration efforts of onsite wetland preserve and completion of offsite wetland preserve requirements
 - * Oversaw initial grading activities
- Two Walgreen’s stores approved and constructed
- Heritage Landing Apartments (112-unit complex)
- Esplanade Village Apartments (179-unit complex)
- Catalyst Shelter approved and constructed
- 16th Street Subdivision for Habitat for Humanity approved and under construction
- Wal-Mart Expansion Project and Environmental Impact Report completed and taken through public hearing process
- Joe’s Bar historical documentation, use permit, and architectural review completed and project currently under construction
- Enloe Farmer’s Market use permit approval
- Butte County Mosquito and Vector Control Substation
- Hartford Square Apartments (28-unit complex)
- Christensen Apartments (33 additional units on a partially developed site)
- Relocation of Blue Oak Charter School to old Blue Shield building on East Avenue
- Lassen View Shopping Center (received final planning approval and constructed)

Board/Commission/Committee Activity:

	Meetings Held	Actions Taken
▪ Planning Commission	21	38
▪ Architectural Review Board	15	33

▪ Zoning Administrator	14	26
▪ City Council	28	38
▪ Map Advisory Committee	9	10
▪ <u>Development Review Committee</u>	15	17
TOTAL:	102	162

Staff Level Approvals:

▪ Home Occupation Permits		129
▪ Plan Checks		261
▪ <u>Sign Permits</u>		111
TOTAL:		501

TOTAL ACTIONS FOR PERIOD: 663

Second-floor Administrative Staff Consolidation:

Planning Services, Building and Development Services, and Capital Project Services evaluated all administrative duties and then consolidated, reassigned, or eliminated them in order to absorb duties from vacated positions, improve efficiency, and avoid disruption to existing, well-functioning processes.

The consolidation has produced the following positive changes:

- A telephone "roll-over" system which allows calls to be answered by a live person even when a department is short-staffed or administrative staff is busy or away from the phone.
- After regular work hours or during administrative staff meetings, calls are routed to a recording where messages can be left.
- Weekly meetings which enable staff to discuss workload issues, additional streamlining measures, and process enhancements.
- An e-mail group which allows quick and easy communication among administrative staff.
- Administrative staff working across department lines when needed to meet critical deadlines.
- Centralization of the following duties: Office supply ordering and invoicing; preparation of agreements and processing of consultant payments; and preparation, publication, and distribution of legal notices, display ads, press releases, and public hearing notices.

Workflow Improvements / Permits Plus Automation:

Second-floor staff continued its analysis and refinement of the development workflow processes and creation and implementation of the Permits Plus program to assist in inter-departmental coordination and streamlining efforts. When fully implemented, Permits Plus will allow developers to track their projects through the numerous steps in the permitting process. To date, City staff has finalized its review of the rehearsal versions of tentative map, improvement plan, final map, and building permit processes and is ready to begin testing the live versions as new applications are submitted.