



Planning Commission Agenda Report

Meeting Date: 06/16/11

TO: Planning Commission

FROM: Brendan Vieg, Principal Planner (879-6806)

RE: 2011/2012 COMMISSION WORK PLAN

File: A-PC-2

SUMMARY IN BRIEF

Per city policy, the Planning Commission is required to prepare a 2-year work plan to help clarify its role and identify upcoming projects and priorities. The work plan must be forwarded to the City Council in August 2011.

With adoption of the Chico 2030 General Plan, as well as the ongoing work on the Title 19 Update, the Commission's 2009/2010 work plan has been largely completed (see **Attachment A**, 2009/2010 Commission Work Plan).

To aid in the development of previous work plans, the Commission formed a subcommittee to draft ideas for the full Commission's consideration. However, staff believes that the Chico 2030 General Plan and the supporting Implementation Guide, which prioritizes the Plan's Actions, provide clear direction on what Commission's and staff's priorities are for the upcoming two years.

Staff Recommendation:

Staff recommends that the Planning Commission review the attached draft 2011/2012 Work Plan (see **Attachment B**), direct any revisions, and request that staff forward it to the City Council for its review and approval.

FISCAL CONSIDERATIONS

Many of the work programs identified in the draft 2011/2012 Work Plan are funded and underway. Other efforts will be included in annual departmental work programs. Other efforts may require identification of additional staff and funding sources, in which case they will be brought to Council for further direction.

GENERAL PLAN PRIORITIES

The Chico 2030 General Plan Implementation Guide is intended to help implement the Plan. It lists each General Plan Action, the department(s) responsible for its implementation, and a general timeframe for completion. Priority Actions fall into either Phase I (first 2 years) or Phase II (first 5 years) of General Plan implementation. Below are the priority work programs that address a majority of the Phase I/Phase II General Plan Actions and that require Commission involvement:

- Complete Phase 2 of the Title 19 Municipal Code Update (underway)
- Work with BCAQMD to develop an air quality impact fee (recently initiated)
- Prepare an inclusionary housing program (from Housing Element adopted in 2009)
- Update Title 18 Subdivision Standards

- Update the Design Guidelines Manual
- Update the City's Best Practices Manual to address issues such as biological resources, cultural resources, and stormwater runoff

These projects have been incorporated into the Commission's draft 2011/2012 Work Plan.

DISTRIBUTION:

Planning Commission (7)
PSD Wolfe
PP Vieg

ATTACHMENTS:

- A. Commission 2009/2010 Work Plan
- B. Draft Commission 2011/2012 Work Plan



Board & Commission Work Plan Guidelines

As modified by City Council on June 2, 2009

Step 1 Review purpose of board/commission as defined by the CMC.

Step 2 Develop a mission statement that reflects that purpose.

Step 3 Discuss and outline any priorities established by Council.

Step 4 Brainstorm goals, projects, or priorities of the board or commission and determine the following:

- A. Identify priorities, goals, projects, ideas, etc.
- B. Determine benefit, if project or item is completed.
- C. Is it mandated by state or local law or by Council direction.
- D. Would the task or item require a policy change at Council level?
- E. Resources needed for completion? *(Staff support, creation of subcommittees, etc.)*
- F. Completion time? *(1-year, two-year, or longer term?)*
- G. Measurement criteria? *(How will you know you are on track? Is it effective? etc.)*

Step 5 Prioritize projects from urgent to low priority.

Step 6 Prepare final Action Plan for submission to Council for review and approval.

Step 7 Use your "approved" work plan throughout the term of the plan as a guide to focus in on the work at hand.

Step 8 Report out on work plan priorities to the City Council, which should include:

- A. List of "approved" priorities or goals.
- B. Status of each item, including any additional resources required in order to complete.
- C. If an item that was on the list is not finished, then indicate why it didn't occur and list out any additional time and/or resources that will be needed in order to complete.



Board & Commission Work Plan Worksheet

As modified by City Council June 2, 2009

Step 1

Review purpose of board/commission as defined by the CMC.

The purpose and function of the Planning Commission include: **1)** make decisions and/or recommendations, for City Council adoption, on land use applications through comprehensive review in accordance with the elements and intention of the general plan and all applicable provisions of state law, City codes and ordinances; **2)** formulate recommendations, for City Council adoption, regarding implementation of the general plan and planning-related policies and procedures; and, **3)** assist in the prepare of the City's long-term general plan, as authorized by CMC 2.52.

Step 2

Develop or review a mission statement that reflects that purpose.

The Planning Commission shall serve as a trustworthy steward of community resources by performing its duties in such a manner to assure the City's general plan is consistently applied and that thoughtful consideration is given to the input and perspectives of all parties.

*Who we are, what we do,
who we do it for, and why
we do it!*

Discuss any priorities already established by Council.

The Planning Commission reviewed and discussed the order of 12 work priorities established by the 2007 City Council (as indicated in parenthesis (#) following each item) and recommends updating and reprioritization, as indicated below.

- TND (form-based) Parallel Code (#1) - completed**
- Bidwell Park Master Management Plan (#2) - completed**
- Avenues Neighborhood Plan (#7) - completed**
- Southwest Chico Neighborhood Plan (#8) - completed**
- Second Dwelling Units Code Amendments (#10.a.) - completed**
- General Plan Annual Report (#13) - completed**
- Internal Streamlining Measures (#3)
- General Plan update and implementation (#4, 8, 12, 14)
- Title 19 Amendments/Zoning Code Update (#10)
 - SB 1818 density bonus amendments (#11)
 - Scenic street standards (#10.b.)
- Design Review Guidelines (#9)

Planning Staff Work Priorities

- General Plan Update/Implementation
- Design Guidelines/Historic Preservation Program
- Comprehensive Zoning Code Update
- Permit Tracking/Mitigation Monitoring Program
- Bidwell Ranch Management Plan

Step 4

As modified by City Council June 2, 2009

Brainstorm goals, projects, or priorities of the commission	Benefit, if completed	Mandated by state/local law or by Council direction?	Requires policy change at Council level?	Resources needed for completion? Staff or creation of Subcommittees?	Estimated Completion Time	Measurement Criteria... How will we know how we are doing?
PLANNING COMMISSION WORK PLAN 2009-2010						
1. Mitigation monitoring and enforcement program		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Moderate; New fee required to implement	Spring 2011	
2. General Plan Update/Implementation						
a. Rezoning to assure consistency with General Plan		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Very High; Extensive noticing and outreach	Fall 2010 - Fall 2011	
b. Housing Element policies and programs		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; 20 implementation actions	Fall 2011	
c. Sustainability Element policies and programs (GHG reductions and energy efficiency measures, measures to comply with AB32, SB375, SB2012, and other mandates, etc.)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; Sustainability Task Force coordination; Possible Energy Grant Proposal	Fall 2010	
d. Second phase sustainability policies and programs (green building, solar access, and air quality measures)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; Sustainability Task Force coordination	Summer 2012	

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e. Public Facility/Finance policies and programs (funding & timing of infrastructure)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; New Nexus Fees	Summer 2010	
f. Sphere of Influence Amendments (Urban growth areas)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Moderate; LAFCo approval required	Fall 2010	
g. Greenway, open space, ag buffer, and urban boundary plans/programs		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; needs funding (nexus fees, grants)	Fall 2011	
h. Downtown Plan, Downtown South Rezoning		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; Include with 2.a.	Fall 2010 - Fall 2011	
3. Design Guidelines						
a. Clarify and consolidate existing development guidelines		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Moderate; Manual 50% completed	Fall 2009	
b. Improve design criteria, standards, guidelines, and practices for General Plan compliance		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Moderate; Community Design Element	Spring 2011	
4. Comprehensive Zoning Code Update						
a. Tree Ordinance Update		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Moderate; IAC/BPPC/ Subcommittee	September 2009	

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b. Review Title 19 development procedures and standards for General Plan consistency (density standards, parking, mixed use, lighting, etc.) and comprehensive zoning code update		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; CIP funding required	June 2011	
5. Workshops						
a. Complete workshop on conduct of Commission business to improve efficiency and effectiveness of Commission discussion and decision making process		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Moderate	Fall 2009	
b. ARB/Planning Commission Design Workshop - to coordinate design guidelines/interpretation		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Moderate	Summer 2009	

Step 5

As modified by City Council June 2, 2009

List Identified Goals, Priorities, and/or Tasks for the Commission	Prioritize tasks by their significance:			
	1 Urgent	2 1-Year	3 2 -Year	4 Long Term
1. Mitigation Monitoring	X	X		
2. General Plan Update/Implementation		X	X	X
3. Design Guidelines	X			
4. Comprehensive Zoning Code Update		X	X	X
5. Workshops		X		

Step 6 Prepare final work plan for submission to the City Council for review, possible direction, and approval and attach the worksheets used to determine priorities, resources, and time lines.

Step 7 Once approved, use this plan as a tool to help guide you in your work as an advisory body.

Step 8 Report out on status of items completed. Provide any information needed regarding additional resources needed or used and to indicate items that will need additional time in order to complete.





Planning Commission

As modified by City Council June 2, 2009

2009 - 2010

Commission Members

Dave Kelley (Chair)
Mary Brownell (Vice Chair)
Kathy Barrett
Jon Luvaas
John Merz
Susan Minasian
Mark Sorensen



City of Chico

Planning Commission

As modified by City Council June 2, 2009

Mission Statement

The Planning Commission shall serve as a trustworthy steward of community resources by performing its duties in a manner to assure the City's General Plan is consistently applied and that thoughtful consideration is given to the input and perspectives of all parties.

Planning Commission

Work Plan for 2009 - 2010

City of Chico
Planning Commission

The Planning Commission has identified the following priorities to focus on during 2009 - 2010.

1.	Mitigation Monitoring Program Fees (new)
2.	General Plan Update and Implementation (#4, #8, #12, #14)
3.	Title 19 Amendments/Zoning Code Update (#10) a. SB 1818 Density Bonus Amendments (#11) b. Green Building, Energy Efficiency, and Infrastructure Standards (new) c. Scenic Street Standards (#10.b.) d. Citywide Creekside Access Master Plan, Nexus Study, and funding (new)
4.	Design Guidelines (#9)
5.	Workshops
6.	
7.	
8.	
9.	
10.	



Board & Commission Work Plan Guidelines

DRAFT June 10, 2011

- Step 1** Review purpose of board/commission as defined by the CMC.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any priorities established by Council.
- Step 4** Brainstorm goals, projects, or priorities of the board or commission and determine the following:
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- Step 5** Prioritize projects from urgent to low priority.
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ATTACHMENT B



Board & Commission Work Plan Worksheet

Draft June 10, 2011

Step 1

Review purpose of board/commission as defined by the Chico Municipal Code.

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Discuss any priorities already established by Council.

Below are staff's top priority work programs that include Commission involvement, which were acknowledged by Council at its June 7, 2011 meeting:

- Complete Phase 2 of the Title 19 Municipal Code Update (ongoing)
- Work with BCAQMD to develop an air quality impact fee (recently initiated)
- Prepare an inclusionary housing program for adoption (from Housing Element adopted in 2009)
- Update Title 18 Subdivision Standards
- Update the Design Guidelines Manual
- Update the City's Best Practices Manual

Step 4

Draft June 10, 2011

Brainstorm goals, projects, or priorities of the commission	Benefit, if completed	Mandated by state/local law or by Council direction?	Requires policy change at Council level?	Resources needed for completion? Staff or creation of Subcommittees?	Estimated Completion Time	Measurement Criteria... How will we know how we are doing?
<p>PLANNING COMMISSION WORK PLAN 2011-2012</p>						
<p>1. Municipal Code Update (Phase II)</p>						
<p>a. Update Title 19 development procedures and standards for consistency with Chico 2030 General Plan - Phase II (parking, signage, noticing, lighting, energy efficiency, renewable energy allowances, large-format retail discretion, bicycle facilities, crime prevention, groundwater recharge protection, dark sky ordinance, Downtown historic building overlay, etc.)</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Very High; Extensive noticing, public outreach, and staff resources across multiple departments</p>	<p>Fall 2011 - Fall 2012</p>	
<p>b. Comprehensive update of Title 18 subdivision standards (roadway standards, connections to greenways/parks/transit/adjacent development, etc.)</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>High; coordination between City Attorney's Office, Engineering, and Planning</p>	<p>Spring 2013</p>	

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2. Design Guidelines		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Moderate; public outreach, coordination with development community, sensitive community topics	Summer 2013	
a. Update the Design Guidelines Manual (passive solar, residential infill, community edge treatments, pedestrian-friendly corridor street standards, foothill viewshed)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Moderate; public outreach, coordination with development community, sensitive community topics	Summer 2013	
3. Air Quality Impact Fee		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High to Very High; Depending on level of involvement of the BCAQMD there may be a need for air specialist consultant services	Spring 2013	
a. Review and make a recommendation on an air quality impact fee for projects in the City of Chico.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High to Very High; Depending on level of involvement of the BCAQMD there may be a need for air specialist consultant services	Spring 2013	
4. Inclusionary Housing Program		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; significant department coordination; sensitive community topic	Winter 2012	
a. Review and make a recommendation on an inclusionary housing policy		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; significant department coordination; sensitive community topic	Winter 2012	

Brainstorm goals, projects, or priorities of the commission	Benefit, if completed	Mandated by state/local law or by Council by direction?	Requires policy change at Council level?	Resources needed for completion? Staff or creation of Subcommittees?	Estimated Completion Time	Measurement Criteria... How will we know how we are doing?
5. Best Practices Manual						
a. Update the City's Best Practices Manual (e.g., biological resources, cultural resources, stormwater runoff, etc.)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Moderate to High;	Spring/ Summer 2013	
6. General Plan Annual Report						
a. Review and make recommendation on new General Plan Annual Report template, including sustainability indicators		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Moderate	Spring/ Summer 2012	
7. Sphere of Influence Update						
a. Amend the City's Sphere of Influence consistent with Chico 2030 General Plan		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	High; significant cost associated with application fees and supporting documentation, timing is not pressing and cost could be shared with interested developers	Unknown	

List Identified Goals, Priorities, and/or Tasks for the Commission	Prioritize tasks by their significance:			
	1 Urgent	2 1-Year	3 2-Year	4 Long Term
1. Municipal Code Update	X	X		
2. Design Guidelines Update			X	
3. Air Quality Impact Fee	X	X		
4. Inclusionary Housing Program			X	
5. Best Practices Manual			X	
6. General Plan Annual Report		X		
7. Sphere of Influence Update				X

Step 6 Prepare final work plan for submission to the City Council for review, possible direction, and approval and attach the worksheets used to determine priorities, resources, and time lines.

Step 7 Once approved, use this plan as a tool to help guide you in your work as an advisory body.

Step 8 Report out on status of items completed. Provide any information needed regarding additional resources needed or used and to indicate items that will need additional time in order to complete.





Planning Commission

Draft June 10, 2011

2011 - 2012

Commission Members

Dave Kelley (Chair)
John Merz (Vice Chair)
Dan Allmon
Kathy Barrett
Matt Juhl-Darlington
Mike O'Donnell
Ken Rensink



City of Chico

Planning Commission

Draft June 10, 2011

Mission Statement

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Planning Commission

Work Plan for 2011 - 2012

City of Chico

Planning Commission

The Planning Commission has identified the following priorities to focus on during 2011 - 2012.

1.	Municipal Code Update (Phase II)
2.	Design Guidelines Update
3.	Air Quality Impact Fee
4.	Inclusionary Housing Program
5.	Best Practices Manual
6.	General Plan Annual Report
7.	Sphere of Influence Update