

## Major Accomplishments

### 2030 General Plan Update

Completed Draft General Plan, a General Plan Implementation Guide, and General Plan Environmental Impact Report (EIR). The General Plan is the primary policy document guiding the City's development.

Completed the Draft General Plan Public Facilities Assessment (PFA), which quantified and estimated the cost of all public facilities needed to support development as envisioned by the 2030 General Plan.

Coordinated joint City Council and Planning Commission meetings to refine the Draft General Plan to produce the Final General Plan document.

### Special Projects

- Adoption of a Historic Preservation Ordinance



A comprehensive Historic Preservation Program was identified on the Planning Commission's Council-adopted 2009/10 Work Plan as a Planning Staff Work Priority. Two primary components of the Program were the adoption of a historic preservation ordinance and the establishment of a historic preservation board. The subject ordinance accomplished both tasks by amending Chapter 2.56 to create a new Architectural Review and Historic Preservation Board and by adding Chapter 19.37 ("Historic Preservation") to the Chico Municipal Code. The ordinance also

amended portions of the City's existing landmark overlay zoning regulations. Lastly, the ordinance amended several related sections of Title 19 to remain internally consistent regarding such items as noticing and application procedures.

- Medical Marijuana

As directed by Council, reviewed with Planning Commission and refined a draft ordinance regulating cultivation, processing and distribution of marijuana in the City. Following Commission hearings on the matter, conducted hearings at the Council level and further refined ordinance. Completed separate ordinance with respect to cultivation in residential areas.

- Adoption of Municipal Code Amendments including:

- A revision to various Code Sections relating to Tree Preservation and Landscaping.
- A revision to allow drive-through banking services in the Neighborhood Commercial (NC) zoning district.

- Standard Conditions of Approval

Working with an Ad Hoc Committee of the Planning Commission, developed a set of Standard Conditions of Approval which may be used for a variety of project types. Standardized language will make project review more efficient, promote equal application of regulations and improve enforcement capabilities.

- Provided increased Planning Services assistance to the Capital Project Services Department and Sewer and Storm Drain Division.

- Expansion of Departmental website to include more information about the ongoing General Plan effort. Significantly, the website will now include an interactive map allowing property owners to view any changes to the General Plan or the upcoming Title 19 update, which might affect their property.

**Major Development Projects**

- Meriam Park:
  - Amended the Development Agreement so as to accommodate a new Superior Courthouse project as a part of Meriam Park, as well as other significant changes.
  - Approved a 187 lot subdivision of the project site.
- 15,000 square foot drug store at Forest and Highway 32.
- 41-unit multifamily component of mixed-use DeGarmo Terrace project.
- 13,000 square foot veterinary hospital on Martin Luther King Jr. Parkway.
- First expanded sidewalk café at Tres Hombres Restaurant.
- Overall development-related activity in the Department is reflected in the following table:



<b>Board/Commission/Committee Activity</b>	<b>Meetings Held</b>	<b>Actions Taken</b>
Planning Commission	10	13
Architectural Review Board	10	15
Zoning Administrator	15	22
City Council	26	29
Map Advisory Committee	6	6
Development Review Committee	10	15
<b>TOTAL:</b>	<b>77</b>	<b>100</b>

**Staff Level Approvals:**

Home Occupation Permits	161
Plan Checks	142
Sign Permits	85
<b>TOTAL:</b>	<b>388</b>
<b>TOTAL ACTIONS FOR PERIOD:</b>	<b>488</b>

As compared to prior year, the activity level as indicated by Total Actions decreased approximately 26%. Commensurate adjustments in staffing levels and assignments are in effect.

**Staffing Support for other City Departments**

In response to decreased overall development-related activity, staff assigned to provide support services to other City Departments has increased. Roughly 2.5 full-time equivalent (FTE) staff from the Development Review section now provide professional services to Capital Projects, Sewer and Stormdrain, and Housing and Redevelopment efforts. Primary support has been in the form of producing environmental documents for such projects as the 1<sup>st</sup> and 2<sup>nd</sup> Streets Couplet, the Sierra Nevada Brewery Master Plan, and property acquisitions.

This significant adjustment in staffing has reduced pressure on development-dependent funds (862 and 863), and allowed the timely, efficient production of documents to support important City projects of long term benefit to the community.

### **Second-floor Administrative Staff Consolidation**

The Planning Services, Building and Development Services, and Capital Project Services administrative team underwent a second round of workload analysis due to the retirement of additional staff members during the year. Tasks were re-examined to determine their necessity and priority, and a revised duties matrix was developed to combine, reassign, or eliminate tasks as appropriate in an effort to absorb the workload to the extent possible, implement streamlining measures, and avoid disruption to existing, well-functioning processes.

- A phone rollover system allows administrative staff to answer incoming phone calls from any of the three departments, ensuring that during business hours, calls will be answered personally rather than directed to the voicemail system.
- Weekly administrative team meetings enable staff to discuss workload issues, share information necessary to work across department lines, consolidate similar duties, and plan ahead to meet critical deadlines.
- Efforts are underway to provide backup assistance for the front counter staff, including training in the building permit, plan check, and encroachment permit processes. Specialized, hands-on training sessions in the Permits Plus and GIS software systems are being planned to enhance administrative staff's ability to answer citizens' questions that were previously directed to technical staff.
- Worked with the City Manager, Building and Development Services, and Capital Project Services Departments to develop both a finance plan and a "workout" plan, which led to the structural balancing of the Private Development Funds. Provided ongoing revenue/expense monitoring tools to ensure the funds remain balanced into the future.

### **Workflow Improvements / Permits Plus Automation**

Second-floor staff continued its efforts on development of workflow modules, including creation of the Use Permit workflow and live testing of the Subdivision/Parcel Map workflow. Next steps will include live testing of the Use Permit workflow, and then cloning and/or modifying it as appropriate to track similar private development project types. Additionally, Building and Planning staff worked closely with IS staff on identifying and prioritizing basic fixes and upgrades to the Building Permit and Code Enforcement modules that could be addressed either internally or with the assistance of the City's Permits Plus consultant. When fully implemented, Permits Plus will allow developers to track their projects through the numerous steps in the permitting process.