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**BUILDING AND DEVELOPMENT  
SERVICES DEPARTMENT**

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**DEVELOPMENT ENGINEERING QUARTERLY NEWSLETTER**  
**JANUARY 2009**

Happy New Years and welcome to the 9<sup>th</sup> edition of the Development Engineering Newsletter! Development Engineering is a division within the Building and Development Services Department (BDSD) and creates these bulletins to keep local consultants, developers, and interested parties up-to-date on changes and improvements the City is making within the sphere of development. The next newsletter is scheduled for the beginning of April.

**City of Chico Leaf Pick-up Program**

The City's Leaf Pick-Up Program ended on January 16, 2009. Regular City street sweeping will resume in February 2009. Please pass on the word and questions can be directed to GSD at 894-4200.

**Miscellaneous Design Standards & Policies**

- *Overall Final Map Process*

There have been questions and concerns over the timeliness of the final map signing process. If all items have been taken care of prior to submittal of the mylar signature sheet(s), including all conditions of approval, environmental mitigations, acceptance or bonding of improvements, and fees, then the City will quickly advance the map for required signatures. It is important to have all required items taken care of, prior to submittal of the final map mylar sheet(s). A draft design bulletin has been prepared to show the overall, general steps to take for getting final maps recorded in a timely manner. Please refer to Attachment A, review, and submit comments to Development Engineering by February 20, 2009.

- *Abandonments – Fee title versus easement*

Recently, there have been a few uncommon abandonment requests required as part of development projects. When requesting an abandonment, Engineers and Surveyors need to know up front how the property interest is owned. Be familiar with California Streets and Highways Code Sections 8300-8363, the California Public Utilities Code Section 216, and the City of Chico Charter Section 614. Depending on whether the City owns the real property, or if it is a rights of way/public services easement, there are different types of processes the City must use. Prior to making an abandonment request, it is suggested that you contact the applicable division you have been working with, or call the general City Engineering phone line: 530-879-6900.

**Storm Water Pollution Prevention Plan Inspections – UPDATE FROM OCTOBER MEETING**

- *Utility Company vs. SWPPP's*

Scott Zaitz (State Water Quality Control Board) has asked the City to internally document any occurrences when Utility Company activities at your project site are not consistent with the City "Best Management Practices" and project SWPPP. If and when these activities occur, please notify the City Building & Development Services Department at 879-6900 detailing the name of the Utility Company, date, time, time-dated photos if possible, and nature and/or extent of the violations. This documentation will assist both Scott Zaitz and the City to find a reasonable solution to this problem.

Currently the City is drafting a letter to the various utility companies requesting their assistance with on the job compliance with City "Best Management Practices" and project SWPPP. The City is reviewing our state issued Storm Water Discharge Permit to determine whether the City can initiate punitive actions against violators.

The City will formally present our concerns to the monthly Butte Utility Luncheon. The City believes this to be a good arena to continue these discussions in hopes of finding a reasonable solution.

Lastly, the City will continue to work with Scott Zaitz to determine any additional steps that can be taken to minimize these instances from occurring.

- *SWPPP Inspections*

After further discussions with the Building Department it has determined that indeed it is possible for Building Inspection staff to perform SWPPP inspections as part of their normal building inspection activities. Following are examples of how the City will implement this change.

Active Subdivision: Construction Inspection will inspect SWPPP's as part of their normal process as the construction activities proceed.

In-active Subdivision with Building Activity: During times of subdivision inactivity, Building Inspection as part of the building inspection process will conduct field inspections of SWPPP's by noting the condition and/or effectiveness of the SWPPP measures. If the Building Inspection has concerns and/or notes irregularities, Construction Inspection will be notified to make a more thorough review and follow-up.

In-active Subdivision without Building Activity: Construction Inspection will conduct field inspections of SWPPP's as necessary.

Building Sites: Building Inspection will conduct field inspections of SWPPP's by noting the condition and/or effectiveness of the SWPPP measures. If Building Inspection has concerns and/or notes irregularities, Construction Inspection will notified to make a more thorough review and necessary follow up.

- *Responsible Party*

Remember to monitor, maintain, inspect, document, report, adapt as needed, and as construction site situations change. Ultimately, it is the owner's/developer's responsibility to comply with State and Federal law.

### **General Plan Update**

- *Preferred Land Use Alternative*

On November 17th, the City Council finalized its direction on a Preferred Land Use Alternative that will now be subject to analysis through the policy document (General Plan), environmental analysis, and Public Facilities Finance Plan. The Preferred Land Use Alternative identifies 16 Opportunity Sites throughout the community that have significant redevelopment potential (e.g., Park Avenue, Downtown), three Constrained Areas where due to sensitive environmental resources, development is now considered unlikely (i.e., West of the Airport), and 5 Special Planning Areas (larger planning areas identified for mixed-use, complete neighborhoods), three of which are located outside of the City's existing sphere of influence (Doe Mill/Honey Run, Bell/Muir, and North Chico). In addition, several large properties adjacent to SR 99 were identified for possible future commercial uses.

- *Housing Element*

On December 4th, the General Plan Team conducted a Housing Element Goals and Objectives Workshop. This meeting followed a May 20th, 2007 workshop that focused on housing needs and a series of four symposia held between August and November that explored potential new affordable housing strategies. The Goals and Objectives Workshop facilitated discussion on the feasibility of potential new housing programs and the effectiveness of existing housing programs. City staff received direction that will assist them in preparing a public review draft of the Housing Element that is projected to be complete in early spring 2009. Based on State-mandated timelines, the Housing Element needs to be approved by the California Department of Housing and Community Development in August 2009, well before the anticipated completion date of the General Plan.

- *General Plan Advisory Council (GPAC)*

The GPAC meetings will resume in the new year, meeting monthly from January through April to consider key General Plan policy questions, and to provide guidance to the General Plan Team in developing draft policies. The next meeting is January 28th, and the topics include infill development, inclusionary housing, and mixed-use.

- *Notice of Preparation of an Environmental Impact Report*

Through a Notice of Preparation (CEQA-speak), the City is requesting the views of agencies and the public as to the scope and content of the information which should be addressed in the Environmental Impact Report (EIR) being prepared for the General Plan Update. A 45-day public review period is being conducted (December 10, 2008 through January 26, 2009). Two public scoping meetings were held on January 13th in the Council Chambers to solicit input.

All meeting notes and relevant documents related to the General Plan Update are available on the General Plan website (<http://www.chicogeneralplan.com>). Contact Principal Planner Brendan Vieg at 879-6806 or [bvieg@ci.chico.ca.us](mailto:bvieg@ci.chico.ca.us) with any questions.

**“Root-friendly” Construction Around Tree Roots**

Providing tree protection and maintaining root-friendly construction techniques for public and private construction projects is an ongoing practice to preserve important trees around Chico. The Capital Project Services Department authorized a small project to investigate "root-friendly" techniques for the East 8th Street Capital Improvement Project. The project consists of a tree root investigation using vacuum excavation techniques to determine and document the location of tree roots that are in conflict with the roadway reconstruction project. This information will be used to minimize damage to the roots of large trees by using alternative design and minor root pruning as determined by the Urban Forest Manager. The construction process will be videotaped for future education and discussion with contractors on other projects. For more information, contact Denice Britton at 896-7802 or by email: [dbritton@ci.chico.ca.us](mailto:dbritton@ci.chico.ca.us).

**Training Opportunity – Traffic Impact Studies**

**\*\*ATTENTION LOCAL TRAFFIC ENGINEERS AND ENVIRONMENTAL CONSULTANTS\*\***

The City of Chico will host “Traffic Impact Studies”, a live web seminar for engineers and planners to learn how to effectively prepare and review traffic impact studies. It is scheduled for Thursday, March 5, 2009 at 9:00 am. Refer to Attachment B for additional details. Please email Sam Harrison to attend: [slharris@ci.chico.ca.us](mailto:slharris@ci.chico.ca.us).

**Next Scheduled Meeting**

There are no meetings currently scheduled for the next few months.

**Future Meetings**

Please contact Amie McAllister at 879-6911 or [amcallis@ci.chico.ca.us](mailto:amcallis@ci.chico.ca.us) if you have any comments, or suggestions for a future meeting.

**Attachments:**

Attachment A – Development Engineering Design Bulletin 4.1.1 (Final Map Process)  
Attachment B – Traffic Impact Studies, Web Seminar Information



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**DRAFT**

**DEVELOPMENT ENGINEERING  
DESIGN BULLETIN**

CATEGORY: **4 Final Maps, General**  
TITLE: **4.1.1 Overall Process for Final Map Recordation**

DATE: **January 20, 2008**

Congratulations, the Planning Commission/City Council has conditionally approved your project. This design bulletin is provided as a simple step by step narrative outline of the items necessary for recordation of the Final Map. A checklist to track all steps necessary is included on the last page of this bulletin.

**Step 1:** Thoroughly review and understand **ALL** conditions of approval with your Project Engineer. Recordation of the Final Map is exclusively dependent upon the following requirements:

- **Satisfaction of the Approved Conditions of Approval**
- **Technically Correct**
- **Compliance with the Subdivision Map Act & Chico Municipal Code**

**Step 2:** Prepare and submit any required public/private improvement plans to Development Engineering (DE) for review and approval. (Note: Planning, Construction Inspection, and General Services Departments must review and approve public/private improvement plans to insure compliance with all City requirements prior to commencing construction activities).

**Step 3:** DE will assist the developer, engineer, and/or contractor(s) with efforts to commence construction activities.

**Step 4:** Prepare and submit a minimum of two Final Map copies to DE for technical review and compliance with the Subdivision Map Act. Applicable account fees, current title report (6 months or newer), stamped and signed boundary/lot closure calculations, and copies of referenced recorded documents must accompany first final map submittal.

**Step 5:** Final Map recordation may involve one or more of the following Engineering processes: (Conditions of approval will identify the processes applicable to your project. **APPLICABLE PROCESSES ARE REQUIRED PRIOR TO MAP RECORDATION**).

- **Avigation Easement:** An administrative process requiring execution and recordation of a City approved form. Contact DE for required information.
- **Formation of a Maintenance District:** This process requires a joint City/Project Engineer effort that results in a public hearing to approve formation of the district and County recordation of the necessary legal documents. The maintenance district needs to be planned ahead of time as it takes about 5 weeks to include the complete package to a City Council agenda. Contact DE for required information.

# DRAFT

- ***Right-of-Way Abandonment:*** Abandonments are typically accomplished as part of the Final Map recordation. City owned, fee title conveyances/exchanges/sales must go to City Council (minimum of two hearings required). Contact DE for required information.
- ***Right-of-Way Dedication by Grant Deed:*** Dedications are typically accomplished as part of the Final Map recordation. Grant Deeds are done administratively. Contact DE for required information.

Note: Although the applicable processes are necessary for Final map recordation, initiation and completion of these processes can be undertaken at any time prior to Final Map submittal.

**Step 6:** Satisfaction of the public/private improvement conditions of approval. The Developer may satisfy this requirement by either of the following scenarios:

- ***City Approval/Acceptance of the Improvements:*** The Developer may choose to complete required improvements and obtain City acceptance.
- ***Provide Security to Guarantee Completion of the Improvements:*** The Developer may choose to satisfy the public/private improvement requirement by executing a Subdivision Improvement Agreement (SIA) with the City. This is an administrative process requiring execution of a City approved SIA. Contact DE for required information.

**Step 7:** DE and the City Engineer reviews Final Map for technical accuracy and compliance with the Subdivision Map Act and conditions of approval. The Planning Department must also review the final map for satisfaction of the conditions of approval. Sewer and storm drainage fees are calculated.

**Step 8:** Once DE, City Engineer, and Planning have determined that Step 7 is complete, the Project Engineer/Developer can proceed in obtaining the necessary owner/beneficiary signature(s).

**Step 9:** This step is required when fee title ownership is being transferred to the City of Chico. The owner must obtain the fair market value of the acreage being conveyed to the City. DE will complete the real property form and obtain the City Manager's signature when the Final Map mylar is given to the City Manager.

**Step 10:** Submit the Final Map mylars, with applicable fees (account, sewer, storm drainage) to DE. DE distributes the mylars for City signatures in the following order:

- ***Planning Director*** – The project planner will make last review for compliance with conditions of approval and transfer to Planning Director to sign the map and return to DE.
- ***City Engineer/Surveyor*** – The City Engineer will complete a brief, final check of map, verify the completion of Step 6, sign the map, and return to DE.
- ***City Manager*** – Signs the final map and returns it to DE.

**Step 11:** DE will release the signed map with required forms for delivery to the Butte County Recorder's Office. Work with the Project Engineer/Land Surveyor to use a clear acrylic spray coating to protect the map signatures and to obtain the required tax statement(s).

**Step 12:** Submit one reproducible full-sized and four 11 x 17 paper copies of the recorded map.

***Questions regarding any of the above steps may be directed to Matt Johnson, Senior Development Engineer at 879-6910.***

# DRAFT

## CITY APPROVAL TO FINAL MAP RECORDATION CHECKLIST

Step	Description	Applicable Yes/No	Submitted to City	Approved by City
1	Tentative Map Conditionally Approved, Review And Understand Conditions Of Approval	YES		
2	Submit Public/Private Improvement Plans To Development Engineering			
	Development Engineering Approval			
	Construction Inspection Approval			
	Planning Department Approval			
	General Services Department Approval			
3	Commence With Construction Of Public/Private Improvements			
4	Submit Final Map With Map Check Fee, Current Title Report, Boundary/Lot Closure Calculations, And Recorded Documents	YES		
5	Complete/Record Required Processes			
	Avigation Easement			
	Chico Maintenance District			
	Abandonment			
	Grant Deed			
	Other: _____			
6	Public/Private Improvements Accepted <Or>			
	Subdivision Improvement Agreement			
7	Final Map Mylars Are Requested And Fees Determined	YES		
	Development Engineering Approval			
	Construction Inspection Approval			
	Planning Department Approval			
8	Owner Signatures Are Obtained And Acknowledged On Final Map Mylars	YES		
9	Fair Market Value Determined For Fee Title Conveyance To The City Of Chico			
10	Final Map Mylars With Applicable Fees Submitted To Development Engineering	YES		
	Planning Director Signature	YES		
	City Engineer Signature	YES		
	City Manager Signature	YES		
11	Development Engineering Releases Final Map Mylars With Applicable Documents For Recordation	YES		
	Map Signatures Are Sprayed With Clear Acrylic Coating	YES		
	Statement Of Taxes Obtained	YES		
12	Copies Of Recorded Final Map Submitted To Development Engineering	YES		

## Attachment B

# Live Interactive Web Seminar

Pay a single site registration fee\* and an unlimited number of people in your organization can attend at that site.



## Traffic Impact Studies

Sponsored by ASCE Continuing Education and ASCE's Transportation and Development Institute (T&DI)

**THURSDAY, March 5, 2009**  
**12 Noon – 1:30 pm Eastern Time**

### PURPOSE AND BACKGROUND

This live web seminar provides hands-on training for engineers and planners on how to effectively prepare or review traffic impact studies for various types of projects. Topics will include when traffic impact studies should be prepared, identifying the exact scope of the study, estimating trip generation, trip distribution, trip assignment, and identifying and mitigating impacts. The relationship between the project site plan and the study methodology will be addressed. Thresholds of significance in assessing project impacts will also be discussed. The best sources of information will be identified for each of these topics as well as the most frequently used techniques. The webinar will also focus on topics of interest to transportation professionals reviewing traffic impact studies and areas of special concern. There will also be a discussion about funding of mitigation measures and how this should be addressed.

### SEMINAR BENEFITS

- Gain a better understanding of traffic impact studies
- Learn the best approaches to prepare each component of a study
- Identify the best sources of additional information/ references
- Learn from case studies on traffic impact studies
- Earn 1.5 Professional Development Hours (1.5 PDHs)

### SUMMARY OUTLINE

- Typical thresholds for requiring traffic studies
- Estimating trip generation
- Methods for trip distribution and assignment
- Addressing pass by trips for commercial projects
- Identifying project specific impacts and mitigation measures
- Identifying cumulative impacts and mitigation measures
- Funding mitigation measures
- The role of transportation demand management in mitigating impacts
- Addressing site plan issues
- Thresholds of significance for assessing impacts

### INTENDED AUDIENCE

This webinar will benefit transportation professionals (engineers and planners) who work for consulting firms, cities, counties, and state agencies involved in either preparing or reviewing traffic impact studies for development projects. This course is designed for individuals with and without background or training in transportation planning who want to gain insight into how to prepare traffic impact studies and how to make sure that studies are prepared in a manner that will ensure expeditious review and approval by public agencies.

#### **Benefits of Live Web Seminars:**

- > **Convenient... no travel is required**
- > **Cost-Effective... pay a single site registration fee**
- > **Get real time answers to your questions**
- > **Receive course materials by e-mail prior to the seminar**
- > **View instructor's Power Point slides while he/she is presenting**
- > **Ideal for brown-bag lunch training**



## Information/Registration:

### SEMINAR INSTRUCTOR

**Nazir Lalani, P.E., M.ASCE** is currently a Deputy Director with the Ventura County Transportation Department in California. In this capacity, he is responsible for Traffic Operations, Transportation Planning, Storm Damage Repairs, Encroachment Permits and Public Transportation. Nazir has also held local government positions with the City of Ventura and Santa Barbara County, California, the City of Lakewood, Colorado, the City of Phoenix, Arizona and the Greater London Council in England. Nazir has served as chair of various ITE committees including the Pedestrian and Bicycle Task Force and the Public Agency Council. Nazir was a recipient of ITE's Burton W. Marsh Award and ITE's Coordinating Council Special Recognition Award.

### BENEFITS OF LIVE TELEPHONE/WEB SEMINARS

These online courses use teleconferencing and the Genesys Meeting Center software to make the courses actual live, interactive learning experiences. You will be able to ask the instructor questions and get live real time answers. The instructor will be able to conduct polls to gauge your interest in certain areas and ask you questions as well. You will receive course materials by e-mail prior to the seminar and will be able to view the instructor's Power Point slides during the seminar. These types of online courses have a much higher impact than simply reading material on the web. Live telephone/web seminars offer exceptional convenience and are very cost-effective. No travel is required and the site registration fee allows an unlimited number of participants to attend at each site. In addition, each course participant will earn one Professional Development Hour (PDH) per seminar hour.

### SYSTEM REQUIREMENTS FOR PARTICIPANTS

As a participant using the Meeting Center, your computer must meet the following requirements:

**Audio:** Using a touch-tone telephone.

**Web:** Microsoft Internet Explorer 6.0, Mozilla Firefox 1.5 for Windows/Mac/Linux, or Safari 2.0 for Macintosh\*. Internet connection of minimum 128K.

**Pop-up Blockers:** All Pop-up blockers must be disabled.

**Java:** Microsoft Internet Explorer 5.5 with Java script and session cookies enabled.

*\*Limited support for Windows XP SP1 and Vista. Safari on Windows is not supported*

*\*Fees per seminar site. Pay one site registration fee and an unlimited number of people in your organization can attend the seminar at that site. The single site registration fee for ASCE's live, web seminars is intended to be an easy, affordable way to provide training for multiple employees in your organization. Your single site registration fee provides you with a site license for one computer log in to the seminar and one toll free phone call to access the audio portion of the seminar. The site license provided to you by the single site registration fee does not permit you to have multiple logins or phone calls from your site or to transmit this information to another site. Therefore, if you plan to have a large group attend the seminar at your site, all participants should assemble in a conference room to hear (via speaker phone) and view (via one computer and a computer projection system) the seminar. If you have several sites, you must register each site individually and pay a separate site registration fee.*

### REGISTER ONLINE NOW! SPACE IS LIMITED!

To register go to: <http://www.asce.org/webinar/list>. For more information call 1-800-548-2723. Please note: Registration for each seminar will be closed three business days prior to the seminar. No cancellations will be accepted if they are received within three business days of a seminar. Late registrations may be accepted if space is available and will be assessed a \$25.00 late registration fee. Your registration will be confirmed by e-mail.

Two business days before the seminar, you will receive a confirmation e-mail with a link to download the course materials, a sign in sheet to verify attendance, and detailed information on how to join the meeting; including the phone number you'll need to dial, and meeting number. Please contact the registrar, at [webinars@asce.org](mailto:webinars@asce.org), no later than 12 noon Eastern Time the day prior to the seminar if you do not receive the confirmation e-mail or for additional information.

### CEU'S/PDH'S

ASCE has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. In addition, ASCE follows NCEES guidelines on continuing professional competency. Since continuing education requirements for P.E. license renewal vary from state to state, ASCE strongly recommends that individuals regularly check with their state registration board(s) on their specific continuing education requirements that affect P.E. licensure and the ability to renew licensure. For details on your state's requirements, please go to: [http://www.ncees.org/licensure/licensing\\_boards/](http://www.ncees.org/licensure/licensing_boards/)

### REGISTRATION FEES\*

#### TRAFFIC CONTROL DEVICES

THURSDAY, March 5, 2009 / 12 noon – 1:30 pm Eastern Time

\$299 Member  \$349 Non-Member

### ASCE'S TRANSPORTATION AND DEVELOPMENT INSTITUTE

The mission of ASCE's Transportation and Development Institute (T&DI) is to promote the interdependence of transportation, land development, and the environment, while uniting the disciplines of planning, design, construction, operation, maintenance and research in support of sustainable development. By providing a multidisciplinary focus for professional communication, education and collaboration, the Institute enhances the professional knowledge and skills of its members so that they may improve the quality of life. The Institute brings together engineers, planners, industry representatives, citizen groups, developers, public officials and others dedicated to improving transportation and fostering appropriate development decisions at the local, regional, state, national and international levels.