



## Sustainability Task Force

A Committee of the Chico City Council  
Vice Mayor Schwab, Chair

**Meeting of July 9, 2007 – 3:00 p.m. to 5:00 p.m.**

Council Chamber Building, 421 Main Street, Conference Room No. 1

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### **AGENDA**

1. **Continuation of the Development of a Sustainability Task Force Work Plan** – *The Task Force will continue to work on the development of a mission statement, purpose, and identify goals, objectives, and/or projects. Copies of the recently approved work plans for the Planning Commission and Architectural Review Board are provided as background information.*
2. **Business from the Floor** - Members of the public may address the Committee at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Committee cannot take any action at this meeting on requests made under this section of the agenda.
3. **Adjournment** - The meeting will adjourn no later than 5:00 p.m. The next meeting of the Sustainability Task Force is scheduled for July 23, 2007 from 3:00 p.m. – 5:00 p.m. in Conference Room No. 1.

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Distribution available in the office of the City Clerk:

*Prepared: 7/05/07  
Posted : 7/05/07  
Prior to: 5:00 pm*

**Chico City Clerk's Office  
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#### Members:

Dr. Scott G. McNall  
Anthony Watts  
Lon Glazner  
Jim Stevens

Ken Grossman  
Jason Bougie  
Julian Zener  
Scott Wolf

Jim Pushnik  
Adam Hansen  
Jim Goodwin  
Tami Ritter

Kristin Cooper - Carter  
Tom DiGiovanni  
Jon Luvaas  
Ann Schwab, Chair



## Board & Commission Work Plan Guidelines

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- 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

## Step 1

<b>Review purpose of board/commission as defined by the CMC.</b>	Mayors Climate Protection agreement Education outreach <ul style="list-style-type: none"><li>- public awareness</li></ul> Evaluating current situation and our impact Look for opportunities, City/Comm. programs <ul style="list-style-type: none"><li>- improvements, policies, etc (stimulating private actions)</li><li>- anticipate future needs (city org.) and set goals</li></ul> Pursue grants and funding opportunities Resources for comm. Review/develop forward recommendations <ul style="list-style-type: none"><li>- policy barriers/incentives</li><li>- set goals</li></ul> Advisory Land use planning recommendations Identify obstacles Increase efficiency General plan (representation) update Standards - city wide <ul style="list-style-type: none"><li>-resources sharing</li><li>-conservation of resources</li><li>-overall purchasing policy</li></ul> Partnership with <ul style="list-style-type: none"><li>-universities</li><li>-community</li><li>-stakeholders</li></ul> Waste reduction <ul style="list-style-type: none"><li>-recycling</li></ul> Develop benchmarks Overall purchasing policy Collaboration with other cities and counties
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## Step 2

<p><b>Develop or review a mission statement that reflects that purpose.</b></p> <p><i>Who we are, what we do, who we do it for, and why we do it!</i></p>	<p>Who we are...</p> <ul style="list-style-type: none"><li>-community members, Citizens, City Council Representatives<ul style="list-style-type: none"><li>*diverse represent private and public sector</li><li>*business members environmental representatives</li><li>*university representation</li></ul></li><li>-stakeholders</li><li>-appointed</li><li>-advisory</li><li>-individuals and representatives</li></ul> <p>What we do...</p> <ul style="list-style-type: none"><li>-create citizens stewards</li><li>-raise awareness</li></ul> <p>Who we do it for...</p> <ul style="list-style-type: none"><li>-present and future generations</li><li>-environment</li><li>-economy</li><li>-community/social</li><li>-council/ commission/ staff</li></ul> <p>Why we do it....</p> <ul style="list-style-type: none"><li>-right thing to do</li><li>-improve quality of life and future</li><li>-fiscally prudent</li><li>-committed to preserving the environment</li></ul>
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## Step 3

<p><b>Discuss any priorities already established by Council.</b></p>	<p>Mayor's Climate Protection Agreement</p>
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## City Council Agenda Report

Meeting 07/03/07

TO: City Council

File : A-ARB-6

FROM: Mark Wolfe, Principal Planner (879-6802)

RE: **Architectural Review Board Two-Year Work Plan**

### REPORT IN BRIEF:

The City Council directed that the City's various Boards and Commissions develop Work Plans to define their goals and priorities for calendar years 2007 and 2008. The Architectural Review Board (ARB) has finalized its 2007/2008 Work Plan and has submitted it for the Council's approval.

#### Recommendation:

The Planning Services Director recommends approval of the 2007/2008 ARB Work Plan

### FISCAL IMPACT:

Both the Planning Commission and Architectural Review Board identified revised Design Guidelines as a high priority in their Work Plans. Estimates for consultant services to prepare the revised Guidelines range from \$80,000 - \$100,000. A funding source for this effort has not been identified.

### BOARD RECOMMENDATION:

The ARB developed its Mission Statement and Work Plan over a series of five meetings between February and May, with finalization of the Plan occurring at the Board's June 20, 2007 meeting. The Work Plan is forwarded with this report for approval by the City Council.

### BACKGROUND:

The work plan (Attachment B) includes a review of the purpose of the Board as defined by the Chico Municipal Code, a Mission Statement, and a prioritized list of goals for the Board over the next two years. Priorities are:

1. Review/Revise the Architectural Review Permit application materials checklist
2. Review/Update Design Guidelines

The Board's Work Plan also expresses the Board's interest in working with the Planning Commission and City Council on such matters as the scope and authority of the Board, public art, historic preservation, and other subjects. Efforts in these areas are not identified as immediate priorities.

Item #:

**4.3.**

**DISCUSSION:**

The Board's Work Plan places an emphasis on improving the quality and predictability of the design review process.

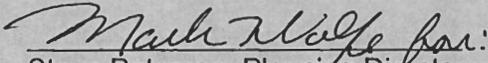
By encouraging preliminary/conceptual review, the Board seeks to provide feedback to applicants as early as possible, so as to make for a more efficient formal subsequent review process. By revising the application submittal checklist, the Board seeks to reduce the number of projects continued due to incomplete or inadequate information. Revised Design Guidelines will help to more effectively communicate the expectations and policies of the City to designers, which will lead to a more efficient and predictable design review process.

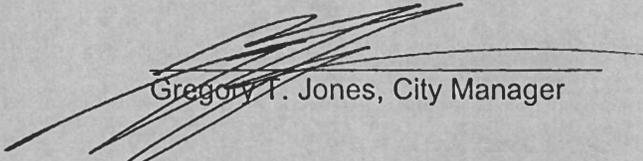
**PUBLIC PARTICIPATION/CONTACT:**

The draft work plan was developed by the Board in public meetings on February 23, March 21, April 4, May 2, and May 16, 2007. There has been no public testimony on the Plan at these meetings.

Reviewed by:

Approved by:

  
Steve Peterson, Planning Director

  
Gregory T. Jones, City Manager

**DISTRIBUTION:**

- City Council and Clerk (18)
- Lori Barker, Assistant City Attorney
- Fritz McKinley, Building and Development Services Director,
- Tom Varga, Capital Projects Director
- Jason Bougie, Building Industry Association, 426 Broadway #208, Chico CA 95928
- Jim Goodwin, President, Chico Chamber of Commerce, 300 Salem Street, Chico CA 95928

**ATTACHMENTS:**

- A. Correspondence from Board Chair
- B. Board 2007/2008 Final Work Plan



PLANNING SERVICES  
DEPARTMENT

411 Main Street - 2nd Floor (530) 879-6800  
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Chico, CA 95927 <http://www.ci.chico.ca.us>

June 19, 2007

City of Chico City Council  
P.O. Box 3420  
Chico, CA 95927

Re: 2007/2008 Work Plan - City of Chico Architectural Review Board

Dear Mayor Holcombe and Members of the City Council:

The Architectural Review Board has prepared its proposed biennial Work Plan and submits it for your consideration, along with a staff report providing additional details.

The proposed Work Plan lists as the Board's top two priorities: (1) review and revision of the ARB application submittal checklist, and (2) review and update of the City's Design Guidelines Manual to provide additional information and examples. The Board believes that completion of those two tasks will help identify areas of particular Board concern and clarify its expectations with regard to items such as lighting for private and public areas; signage; building orientation and site configuration; colors, materials, and details; pedestrian access and walkability; public and employee amenities; landscaping and hardscape; and screening of mechanical and electrical equipment. These improvements should serve to streamline the design review process and result in a more predictable outcome for project applicants and their design professionals.

Additional Board concerns identified in the proposed Work Plan include clarification of the scope and authority of the Board as it relates to items going to Planning Commission, compliance monitoring on Board approvals, noticing requirements, public art in private development, bringing projects to the Board earlier in the process, providing public acknowledgment of excellent projects, and expanding opportunities for on-site parking reduction. Finally, the Board is interested in reviewing and making recommendations to the Council regarding Downtown design standards, Downtown historic restoration, and the Historic Preservation Ordinance and Landmark Zoning District.

The Board appreciates this opportunity to put forth its ideas and interests and looks forward to receiving your guidance on its proposed Work Plan.

Sincerely,

Ellen Ertle, Chair  
Architectural Review Board

EE:mef

Attachment:  
2007/2008 Architectural Review Board Work Plan



## Board & Commission Work Plan Guidelines



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# Board & Commission Work Plan Worksheet



## Step 1

<b>Review purpose of board/commission as defined by the CMC.</b>	Pursuant to Chico Municipal Code Section 2.56.020: "The architectural review board shall review architectural drawings or renderings which are required to be submitted with an application for a building permit and shall approve such plans prior to the issuance of the building permit. Such drawings or renderings shall be considered by the architectural review board in an endeavor to provide that the architectural and general appearance of the buildings, structures and grounds are in keeping with the character of the neighborhood and will not be detrimental to the orderly and harmonious development of the city or, in the case of commercial or manufacturing districts, will not impair the desirability of the neighborhood as a place to invest and/or work."
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## Step 2

<b>Develop or review a mission statement that reflects that purpose.</b>	To promote a high level of integrity and aesthetic value for the built environment, preserving the character of Chico by balancing the rights of property owners with the public good.
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## Step 3

<b>Discuss any priorities already established by Council.</b>	Not applicable.
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Step 4



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... <i>How will we know how we are doing?</i>
Review ARB application submittal checklist to consider revisions that would improve the design review process.	Improved understanding of proposals and important project details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Resources available with current staffing	2 months	Revised application checklist available at counter
<p>Review and update Design Guidelines Manual w/additional information and examples. Such review may include:</p> <ul style="list-style-type: none"> <li>• lighting for private and public areas</li> <li>• signage</li> <li>• building orientation and site configuration</li> <li>• colors, materials, and details</li> <li>• pedestrian access/walkability</li> <li>• public amenities</li> <li>• landscaping and hardscape</li> <li>• employee amenities</li> <li>• screening of mechanical and electrical equipment</li> </ul> <p>Such guideline changes to be reviewed by Council for Municipal Code changes.</p>	Better achieve the General Plan and Municipal Code goals for design in the community	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Resources not available with current staffing; consultant would be needed to produce revised guidelines, subject to Council approval of funding	12 months	Council adoption of revised Design Guidelines

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... <i>How will we know how we are doing?</i>
Review and make recommendations to the Council regarding:						
<ul style="list-style-type: none"> <li>• Scope and authority of ARB as it relates to items going to Planning Commission</li> </ul>	Improved coordination with PC	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>	Code review; staff time and ARB/PC subcommittees	1-2 years	Reduced conflicts between ARB/PC
<ul style="list-style-type: none"> <li>• Compliance monitoring on ARB approvals</li> </ul>	Improved "as built" projects	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	Staff time for review of current process and development of improvements if needed	Ongoing	Full compliance with conditions of approval on all projects
<ul style="list-style-type: none"> <li>• Noticing requirements (mail to adjacent properties and publish)</li> </ul>	Increased public awareness	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>	Staff, ARB, and Council time for Code change, and continuing staff demands & costs for noticing procedures	1-2 years	Revised noticing procedures in place
<ul style="list-style-type: none"> <li>• Requiring public art in private development</li> </ul>	Strengthened community character	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>	Staff, ARB/PC/Council subcommittees	1-2 years	Public art present in private projects
<ul style="list-style-type: none"> <li>• Bringing projects to ARB earlier in the process</li> </ul>	Increased efficiency for applicants, staff, and ARB	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	Minimal; use existing process	Ongoing	Increased number of conceptual reviews at ARB

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... <i>How will we know how we are doing?</i>
Review and make recommendations to the Council regarding: (cont'd)						
<ul style="list-style-type: none"> <li>Providing public acknowledgment of excellent projects</li> </ul>	Clarified expectations/ standards for design	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Staff, ARB/PC/Council subcommittees	1-2 years	Award granted to projects
<ul style="list-style-type: none"> <li>Expanding opportunities for on-site parking reduction</li> </ul>	Aesthetic improvement; increased landscaping opportunities; encouraging alternative modes of transportation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Staff, ARB/PC subcommittees, Council review	1-2 years	Zoning code amendments for reduced parking
Review and make recommendations to Council regarding: <ul style="list-style-type: none"> <li>Downtown design standards</li> <li>Downtown historic restoration</li> <li>Historic Preservation Ordinance and Landmark Zoning District</li> </ul>	Impartial input to Council from design professionals	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Staff and General Plan consultant; ARB participation as	2 years	Communications to Council provided; adoption of policies in General Plan speaking to downtown, historic preservation, and design



**Step 5**



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
Review/revise ARB application checklist	✓			
Review/update Design Guidelines		✓		
Miscellaneous review/recommendations to Council			✓	✓

- 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.



**Board & Commission  
Work Plan**

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**City of Chico  
Architectural Review Board  
2007/2008 Work Plan**

**Ellen Clifford Ertle - Chair  
Philip LaGrow - Vice Chair  
Nicholas Ambrosia - Board Member  
Michael Borzage - Board Member  
Marci Goulart - Board Member**

**City of Chico  
411 Main Street  
Chico, CA 95928  
530-896-7200**



**City of Chico**  
**Architectural Review Board**

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**The Mission:**

*To promote a high level of integrity and aesthetic value for the built environment, preserving the character of Chico by balancing the rights of property owners with the public good.*

**The Architectural Review Board**

**Work Plan for 2007/2008**



## City of Chico Architectural Review Board

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The City of Chico Architectural Review Board has identified the following priorities to focus on during 2007 - 2008. Completion of these items will serve to address improvements in the Design Review process within the Chico community. The priorities or tasks are as follows:

1.	Review/revise ARB application submittal checklist
2.	Review/update Design Guidelines
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	



## City Council Agenda Report

Meeting 07/03/07

File : A-PC-9

TO: City Council

FROM: Steve Peterson, Planning Services Director (879-6801)

RE: **Planning Commission Two-Year Work Plan/Code Amendments to Improve Decision Making Process**

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### REPORT IN BRIEF:

The City Council directed that the various City Boards and Commissions develop Work Plans to define their goals and priorities for calendar years 2007 and 2008. The Planning Commission has finalized their 2007/2008 Work Plan and staff will present code amendments to improve the approval process.

#### Recommendation:

The Planning Services Director recommends approval of the 2007/2008 Planning Commission Work Plan including Direction to Staff to Prepare Code Amendments to Improve the Predictability in the Decision Making Process.

### FISCAL IMPACT:

Most of the Commission policy issues can be addressed as part of the General Plan Update or the Nexus Fee Update, which are funded in the ten year Capital Improvement Program. Both the Planning Commission and Architectural Review Board identified, as a high priority, design guidelines for residential and non-residential development. Consultant estimates range from \$80,000- \$100,000. A funding source has yet to be identified. The Mitigation Monitoring Tracking and Enforcement Program would require new funding from a development fee as part of the fee update study next fiscal year. City staff has identified the Sustainable Communities Grant and Loan Program administered by the California Pollution Control Financing Authority as a potential funding source for the energy conservation program/incentives identified on the work plan and has discussed submitting a grant application to fund this effort with the Sustainability Task Force

### COMMISSION RECOMMENDATION:

The Commission formed an Ad Hoc Committee and met several times to develop a Two-Year Work Plan, with staff assistance. The Planning Commission approved the work plan at its June 7, 2007 meeting. A copy of Chair Jon Luvaas' cover letter to Mayor Holcombe and the City Council is attached (see Attachment A) together with a copy of the Final Work Plan.

### BACKGROUND:

The work plan (Attachment B) includes a review of the purpose of the Commission (as defined by the Chico Municipal Code), a mission statement, discusses priorities already established by the City Council (in 2005), goals and priorities of the Commission and prioritizes tasks by their significance.

The work plan establishes the following five priority tasks in order of their significance:

1. Measures to Enhance Predictability and Transparency
2. New Policy/General Plan
3. Design Guidelines
4. Development Standards
5. Street Standards and Public Improvements

**DISCUSSION:**

The work items added by the Commission were evaluated in terms of work commitment, need, time anticipated, consultant services anticipated and previous Council priorities. The Planning Commission also reviewed and discussed the order of 18 work priorities established in 2005 by the City Council and recommended some updating and reprioritization (see step 3 of work plan).

Opportunities for combining work efforts (e.g. General Plan Update) were given a priority over new work items to more efficiently utilize limited staff and consultant resources. Some Commission priorities will require new policy or code amendments approved by the City Council and are identified. Staff resources needed for completion of the work plan range from moderate to significant from Planning Services and other City departments. Staff has worked with the Commission to align their goals and priorities with the work priorities established by the City Council and the funded work program.

As the number one priority, Commission and staff support measures to enhance the predictability in the decision making process to implement the City's economic development strategy, reduce cost and time to staff, applicants and the public, and free up staff for more important Council and Commission priority work. Staff is also requesting Council direction to proceed with several code amendments to improve the predictability in the decision making process, including:

1. Streamline the appeal process
2. Provide for early review and pre application meetings on significant projects
3. Limit the number of General Plan amendments during Update process
4. Delegate more decision making to staff for more routine projects and smaller subdivisions

These code revisions and the potential cost/time savings to the City are identified in Attachment C. A recent survey of Chico planning appeals indicates that 30 appeals have been filed since January 2005, significantly increasing the time for obtaining a final decision on projects. Elimination of the dual hearings for staff level appeals (e.g. Board/Commission and Council) and the dual Council hearings on appeals (initial consideration and final hearing) will save at least 1-3 months in staff time and significantly reduce staff costs and application fees.

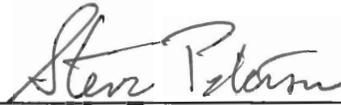
Streamlining is also the norm in a survey of similar sized cities. A comparative appeal procedure study of 15 cities by City staff confirms that Chico has the most hearings on appeals and has more Board/Commission/Council level involvement in matters that should be handled at the staff level than other cities in California (Attachment D). Many of the cities surveyed delegate subdivision/site plan review to the Planning Director or Zoning Administrator (staff level) to streamline the process and limit the number of public meetings on appeals to 2 versus 4 in Chico. Staff anticipates that, if authorized by Council, these code amendments could be adopted in six months and make some immediate improvements in the predictability of the approval process.

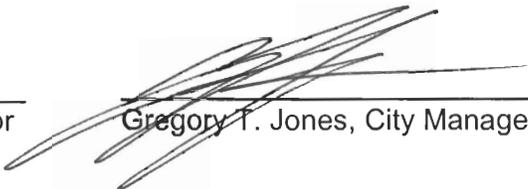
**PUBLIC PARTICIPATION/CONTACT:**

The draft work plan was discussed at the March 15<sup>th</sup>, April 5<sup>th</sup>, May 3<sup>rd</sup> and June 7<sup>th</sup> meetings of the Planning Commission. Public testimony was provided by Ken Fleming and Jason Bougie representing the Building Industry Association.

Prepared by:

Approved by:

  
\_\_\_\_\_  
Steve Peterson, Planning Services Director

  
\_\_\_\_\_  
Gregory T. Jones, City Manager

**DISTRIBUTION**

City Council and Clerk (18)  
Lori Barker, Assistant City Attorney  
Tom Varga, Capital Projects Director  
Ken Fleming, 260 East Sacramento Avenue, Chico,  
Jason Bougie, Building Industry Association, 426 Broadway #208, Chico CA 95928  
Jim Goodwin, President, Chico Chamber of Commerce, 300 Salem Street, Chico CA 95928  
Jon Luvaas, Chair, Planning Commission, 1980 Wild Oak Lane, Chico CA 95928

**ATTACHMENTS:**

- A. Transmittal Letter
- B. Commission 2007/2008 Final Work Plan
- C. Code Amendments to Improve Predictability of Approval Process
- D. Appeal Procedure Comparative Study
- E. Chico Appeal Study



PLANNING SERVICES  
DEPARTMENT

411 Main Street - 2nd Floor (530) 879-6800  
P.O. Box 3420 Fax (530) 895-4726  
Chico, CA 95927 <http://www.ci.chico.ca.us>

May 29, 2007

City of Chico City Council  
P.O. Box 3420  
Chico, CA 95927

***Re: 2007/2008 Work Plan - City of Chico Planning Commission***

Dear Mayor Holcombe and Members of the City Council:

The Planning Commission has prepared our proposed biennial Work Plan and submits it for your consideration, along with a staff report providing additional details.

As you requested, we have reviewed the 18 Planning Division priorities approved by the previous 2005 City Council. We recommend consolidating and re-prioritizing these into 11 remaining tasks which reflect current planning progress and needs. Seven of these priorities are fully funded, staffed, and deserve continued high priority. The Northwest Chico Specific Plan has been completed and the TND Parallel Code will be completed shortly.

One unfunded task, given low priority by the previous Council, is Internal Streamlining Measures. We strongly recommend that this task be given very high priority and adequate staffing in order to complete this task in a relatively short time. Streamlining the development review and appeals process will free up staff time for important policy updates, improved design and development standards, and other planning priorities. The Commission's first proposed Work Plan priority also reflects the need for streamlining, along with greater predictability and transparency in the development review process.

The Commission recommends that several of the previous Council's planning priorities be consolidated within the General Plan update process over the next 3 years and that updating General Plan policy recommendations be the Commission's second Work Plan priority. Several other policy changes also can be considered prior to completion of the General Plan update.

The Commission recommends that several items requiring revisions to Titles 18R and 19 (design guidelines and development standards) be consolidated and referred to the Commission as its third and fourth Work Plan priorities for its two year Work Plan.

The need for more sustainable practices and standards for stormwater management, streets, and other public improvements have been Commission concerns for several years and we recommend their consideration as our fifth and final Work Plan priority.

ATTACHMENT A

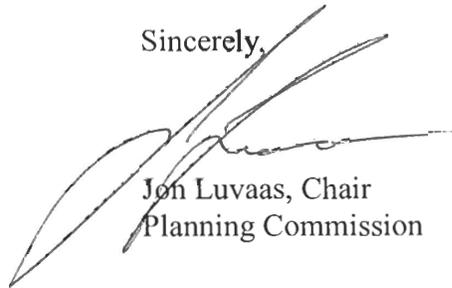


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City of Chico City Council  
Re: 2007/2008 Work Plan - Planning Commission  
May 29, 2007  
Page 2

Thank you for your attention to our proposed Work Plan, which we intend to diligently pursue to the extent of staff's ability to provide support. We also intend to devote our time to Commission subcommittees, as needed, to facilitate this process and to minimize staff and Commission meeting time. Finally, an important component of initiating these steps will be to maximize input from the public, the development industry, small builders, and local businesses through a series of public workshops.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Luvaas', is written over the typed name and title.

Jon Luvaas, Chair  
Planning Commission

JL:km

Attachment:  
2007/2008 Planning Commission Work Plan



- 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 the 2005 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.

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ATTACHMENT B



**Step 1**

<p><b>Review purpose of board/commission as defined by the CMC.</b></p>	<p>The purpose and function of the Planning Commission include: <b>1)</b> 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;. <b>2)</b> formulate recommendations, for City Council adoption, regarding implementation of the general plan and planning-related policies and procedures; and <b>3)</b> assist in the preparation of the City's long-term general plan; as authorized by CMC 2.52.</p>
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**Step 2**

<p><b>Develop or review a mission statement that reflects that purpose.</b> <i>Who we are, what we do, who we do it for, and why we do it!</i></p>	<p>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.</p>
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**Step 3**

<p><b>Discuss any priorities already established in 2005 by Council.</b></p>	<p>The Planning Commission reviewed and discussed the order of 18 work priorities established by the <b>2005 City Council</b> (as indicated in parentheses (#) following each item) and recommends updating and reprioritization, as indicated below.</p> <p>Items underway are noted by an asterisk (*). Items intended to be considered during the General Plan update are grouped under that item.</p> <table border="0"> <tr> <td>Northwest Chico Specific Plan-Completed (2)</td> <td>6. Bidwell Ranch Use &amp; Management Plan (5*)</td> </tr> <tr> <td>1. TND (form-based) Parallel Code (3*)</td> <td>7. Avenues Neighborhood Plan (7*)</td> </tr> <tr> <td>2. Bidwell Park Master Management Plan (1*)</td> <td>8. Southwest Chico Neighborhood Plan (6*)</td> </tr> <tr> <td>3. Internal Streamlining Measures (18)</td> <td>9. Title 18R Design Review Guidelines (9)</td> </tr> <tr> <td>4. GP Update/10Yr Review/Master Env. Assessment (4*)</td> <td>10. Title 19 Amendments (17)</td> </tr> <tr> <td>    a. General Plan Annual Report (13)</td> <td>    a. Second Dwelling Units Code Amendment (11)</td> </tr> <tr> <td>    b. Joint City/County Planning (12)</td> <td>    b. Scenic Street Standards (16)</td> </tr> <tr> <td>    c. Downtown Plan/Downtown South Rezoning (14)</td> <td>11. SB1818 Amendments (10*)</td> </tr> <tr> <td>    d. ALUC Compatibility Plan Amendments (8)</td> <td></td> </tr> <tr> <td>5. Park General Plan Amendments (15*)</td> <td></td> </tr> </table>	Northwest Chico Specific Plan-Completed (2)	6. Bidwell Ranch Use & Management Plan (5*)	1. TND (form-based) Parallel Code (3*)	7. Avenues Neighborhood Plan (7*)	2. Bidwell Park Master Management Plan (1*)	8. Southwest Chico Neighborhood Plan (6*)	3. Internal Streamlining Measures (18)	9. Title 18R Design Review Guidelines (9)	4. GP Update/10Yr Review/Master Env. Assessment (4*)	10. Title 19 Amendments (17)	a. General Plan Annual Report (13)	a. Second Dwelling Units Code Amendment (11)	b. Joint City/County Planning (12)	b. Scenic Street Standards (16)	c. Downtown Plan/Downtown South Rezoning (14)	11. SB1818 Amendments (10*)	d. ALUC Compatibility Plan Amendments (8)		5. Park General Plan Amendments (15*)	
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## Step 4

Brainstorm goals, priorities of the commission	Benefit, if completed	Mandated by 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... <i>How will we know how we are doing?</i>
PLANNING COMMISSION YEAR WORK PLAN '07 - '08						
<b>1. Measures to Enhance Predictability/Transparency (Hold Workshops)</b>						
a. Seek to streamline procedures & the appeals process with input from builder/developer workshop	Greater efficiency and predictability	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod; Include with Code Change	11/07	Reduced Avg Approval Time Per Project
b. Require early review and pre-application meetings with staff/neighbors for larger/significant projects	Identify concerns and expectations before significant design work	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod; Code Change; Restart the Development Review Committee (DRC)	11/07	% External Customers Satisfied with Predictability
c. Require early commission conceptual review of potentially significant (to be defined) projects	Identify concerns and expectations, reduce redesign time and processing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod; Code Change; staff supports voluntary approach	11/07	Reduced Avg Staff Time Per Project
d. Develop procedures to coordinate interactions & design standards with other commissions/boards	Efficiency and consistency	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Mod	11/07	Common Standards & Predictable Decisions
<b>2. New Policy/General Plan</b>						
a. Initiate energy efficiency standards, incentives, and options	Reduce citywide energy costs and improve sustainability	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod; Code Change; Sustainability Task Force Issue	12/08	Reduced Avg. Building Energy Use

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<b>Brainstorm goals, priorities of the commission</b>	<b>Benefit, if completed</b>	<b>Mandated by law or by Council direction ?</b>	<b>Requires policy change at Council level?</b>	<b>Resources needed for completion? Staff or creation of Subcommittees?</b>	<b>Estimated Completion Time</b>	<b>Measurement Criteria... <i>How will we know how we are doing?</i></b>
b. Tree Ordinance Modifications	Broaden scope of protected trees on smaller lots	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod; Code Change; General Services Department Lead	12/08	Reduced annual loss of mature trees
c. Develop and enforce a mitigation tracking and monitoring program	Consistently enforce conditions of approval and mitigation measures	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; New Funding, Workload Issue	12/08	Consistent compliance
d. Require funding and implementation of infrastructure required as a condition of development	Provide essential infrastructure phased with development to assure CEQA compliance	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; Include Concurrent with GP; Infrastructure Plan and Funding	12/08	% Satisfaction with Infrastructure (feasible financing plan adopted)
e. Mixed Use Neighborhood Core standards and incentives, including a vertical housing mix	Improve compact form & design, provide more diversified mix of housing choice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Mod; Include with GP Update	12/09	Significant mixed use increase, housing per acre
f. Downtown/Downtown South rezoning	Improve mixed use opportunities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; Include with GP Update	12/09	Mixed use zoning/standards adopted
g. Consider urban growth areas and boundaries as part of GP	Establish growth areas and/or boundaries	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; Include with GP Update	12/09	Growth areas, boundaries clearly designated
h. Review density standards, transitional area zoning, & mixed use overlay zones	Identify areas appropriate for more compact/mixed uses	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; Include with GP Update	12/09	% average housing, mixed use per acre
i. Clarify housing affordability goals/measures for very low, low and moderate income levels	Clear, firm policy; more affordable housing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod-High; Include with GP/Housing Element Update	12/09	% affordable housing all income levels

Brainstorm goals, priorities of the commission	Benefit, if completed	Mandated by 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... <i>How will we know how we are doing?</i>
<b>3. Design Guidelines</b>						
a. Context-sensitive infill and second unit design guidelines	Improve neighborhood compatibility, facilitate admin. approvals and reduce appeals	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod-High; Need Consultant	6/08	Reduced avg staff time, appeals (reduction in # of appeals)
b. Review Title 18R Subdivision Design Criteria & Improvement Standards	Reduce costs and impacts, improve sustainability, and facilitate admin. approvals	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod-High; Capital Project Lead	9/08	Reduced avg staff time, materials, water, costs
c. Improve commercial design guidelines for setbacks, shade, lighting, landscaping, pedestrian access and signage	Improve land use efficiency & design; reduce impacts and costs	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod-High; Need Consultant	9/08	Reduced avg staff time, increased shade
d. Clarify planned development standards	Assure higher quality design and other benefits	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod; Substantive Code Change	9/08	Reduced avg staff time, more housing/acre
<b>4. Development Standards</b>						
a. Revised Flag Lot Standards	Compatible design; admin. approvals	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Code Change Underway	6/07	Reduced avg staff time/appeals
b. Propose raising R2 zoning density minimum to 7.01 per acre	Improve land use efficiency	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod; Substantive Code Change	12/07	More housing per R-2 acre
c. Amend Small Lot Subdivision standards to promote compact development	Improve design quality, increase open space and housing variety	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod; Substantive Code Change; included in part with Meriam Park TND & GP Park Amendments	9/08	Alley access, play areas, variety

Brainstorm goals, priorities of the commission	Benefit, if completed	Mandated by 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... <i>How will we know how we are doing?</i>
d. Review Title 19 development procedures and standards	Improve land use efficiency, affordability, design & sustainability; reduce infill disincentives; facilitate admin. approvals	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High; More comprehensive update with General Plan	12/09	Reduced staff time, more avg housing per acre
e. Flexible commercial and residential parking standards	Adjust requirements to fit neighborhood design and reduce overparking & paving	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod; Code Change	9/08	Less avg paving and unoccupied parking per acre
f. Transit measures, emphasizing incentives and/or development standards near transit corridors	Locate and design new development to improve transit feasibility	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod; Code Change; May Involve New Funding	9/08	Less avg housing distance to transit
<b>5. Street Standards and Public Improvements</b>						
a. Consider amending stormwater management practices to improve water quality protection and percolation	Reduce stream contamination, improve tree health and sustainability of development	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Compliance with NPDES)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Mod; Coordinate with Bldg & Development Services	12/07	Reduced avg runoff, residual pollution
b. Consider alternative street, alley, and access standards	Conserve land, resources, shade and energy, while maintaining safety	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod; Include with GP Update; Coordinate with Building & Development Svcs; Funding Issue	12/09	Less avg paving, more shade per acre
c. Consider alternative lighting standards for pedestrian orientation and to reduce glare	Improve neighborhood ambiance and safety	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mod	6/08	Public lighting for pedestrians, not on houses

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## Step 5



List Identified Goals, Priorities, and/or Tasks for the Commission	Prioritize Tasks by their significance:			
	1 Urgent 6-12 Months	2 1-Year	3 2 -Year	4 Long Term
1. Enhance Predictability/Transparency (1a - 1d)	X			
2. New Policy/General Plan (2a - 2i)		X	X	X
3. Design Guidelines (3a - 3d)		X		
4. Development Standards (4a - 4f)		X	X	X
5. Street Standards and Public Improvements (5a - 5c)	X	X	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.



# Board & Commission Work Plan

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## City of Chico Planning Commission 2007/2008 Work Plan

Jon Luvaas	- Chair
Dave Kelley	- Vice Chair
Mary Brownell	- Commissioner
Kirk Monfort	- Commissioner
Steve O'Bryan	- Commissioner
John Merz	- Commissioner
Susan Minasian	- Commissioner

City of Chico  
411 Main Street  
Chico, CA 95928  
530-896-7200

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City of Chico

Planning Commission



The Mission

*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.*

The City of Chico Planning Commission

Work Plan for 2007/2008

The City of Chico Planning Commission has identified the following priorities to focus on during 2007 - 2008. Completion of these items will serve to address predictability in the process and improve the quality of life within the Chico community. The priorities or tasks are as follows:

1.	Enhance Predictability/Transparency (1a - 1d)
2.	New Policy/General Plan (2a - 2i)
3.	Design Guidelines (3a - 3d)
4.	Development Standards (4a - 4f)
5.	Street Standards and Public Improvements (5a - 5c)
6.	
7.	
8.	
9.	
10.	

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<b>Planning Services Department Code Amendments to Improve Predictability of Decision-Making Process</b>			
<b>Item</b>	<b>Amendment</b>	<b>Discussion</b>	<b>Time/Cost Savings</b>
1	Modify <b>appeal process</b> (CMC 19.12) to eliminate dual appeal hearings of staff decisions to PC/ARB and CC; eliminate initial consideration hearing of CC; limit to aggrieved parties pursuant to CMC 2.80.040; increase third party appeals to reflect staff costs/end subsidies	Reduces uncertainty Fees would partially cover third party costs Staff time redirected to planning priorities	1-3 months/\$4000 per project  500 staff hours per year
2	Bundle <b>General Plan Amendments</b> (GPA)/defer larger changes to General Plan Update	State law allows 4 year GP Update should consider significant policy changes with growth alternatives	Elimination of multiple EIR costs Significant time savings
3	Expand <b>Map Advisory Committee/ZA</b> authority for smaller maps/condos/minor modifications per CMC 18.16.030	Routine map approvals should occur at staff level	2-4 months \$ TBD
4	Expand <b>staff level design review</b> for minor projects and adopt design guidelines for staff/ARB reviews	Eliminates uncertainty Improves project quality	1 month
5	Require <b>early consultation meeting</b> with neighbors prior to application for significant projects	Reduces community opposition/appeals Improved project compatibility	savings uncertain
6	Amend Title 19 to allow for staff approval of routine, non-controversial issues (e.g., seven-foot fence, animal permits, roof height for accessory structures)	Staff level reviews more appropriate	2-4 months
7	Amend <b>WTF regulations</b> to reduce noticing requirements, encourage co-location, utilize city sites	Improve predictability Consider city sites	2-4 months
8	Remove use permit requirements for "design" issues	Staff level reviews more appropriate	1-3 months

Appeal Procedure Comparative Study

City	Permit or Decision Type	Review Authority:						Number of Meetings
		Planning Director/ Administrator	Zoning Administrator	Board Of Zoning Appeals	Architectural Review Board / Design Commission	Planning Commission	City Council	
Chico	Design Review				Decision	Appeal	Appeal*	4
79,091	Planned Development					Decision	Appeal*	3
	Subdivisions					Decision	Appeal*	3
	Second Dwelling Units	Decision				Appeal	Appeal*	4
	Use Permits		Decision			Appeal	Appeal*	4
	Variances		Decision			Appeal	Appeal*	4
Clovis	Design Review	Decision				Appeal	Appeal	3
89,924	Planned Development					Decision	Appeal	2
	Subdivisions/Tentative Maps					Decision	Appeal	2
	Second Dwelling Units	Decision				Appeal	Appeal	3
	Use Permits					Decision	Appeal	2
	Variances					Decision	Appeal	2
Dublin	Design Review							?
41,907	Planned Development					Decision	Appeal	2
	Subdivisions/Tentative Maps					Decision	Appeal	2
	Second Dwelling Units	Decision					Appeal	
	Use Permits	Decision					Appeal	2
	Variances	Decision					Appeal	2
Glendale	Design Review				Decision (3) (4)		Appeal	3
206,308	Planned Development					Decision	Appeal	2
	Subdivisions/Tentative Maps		Decision (minor) (5)			Decision (major)	Appeal	2
	Second Dwelling Units		Decision	Appeal			Appeal	3
	Use Permits		Decision	Appeal			Appeal	3
	Variances		Decision	Appeal			Appeal	3
Hayward	Design Review					Decision	Appeal	2
146,398	Planned Development	Decision				Appeal	Appeal	3
	Subdivisions/Site plan review	Decision				Appeal	Appeal	3
	Second Dwelling Units	Decision				Appeal	Appeal	3

6/18/2007

ATTACHMENT D

Appeal Procedure Comparative Study

	Use Permits	Decision				Appeal	Appeal	3
	Variances	Decision				Appeal	Appeal	3
Hermosa Beach	Design Review				Decision		Appeal	2
19,435	Planned Development					Decision	Appeal	2
	Subdivisions/Tentative Maps					Decision	Appeal	2
	Second Dwelling Units	Not Permitted						
	Use Permits					Decision	Appeal	2
	Variances		Decision (minor) (2)			Decision (major)	Appeal	2
Pasadena	Design Review	Decision			Appeal		Appeal	3
146,138	Planned Development	Decision		Appeal			Appeal	3
	Subdivisions/Tentative Maps	Decision(1)		Appeal			Appeal	3
	Second Dwelling Units	Decision		Appeal			Appeal	3
	Use Permits	Decision		Appeal			Appeal	3
	Variances	Decision		Appeal			Appeal	3
Petaluma	Design Review				Decision		Appeal	2
56,727	Planned Development					Decision	Appeal	2
	Subdivisions/Tentative Maps					Decision	Appeal	2
	Second Dwelling Units							?
	Use Permits		Decision (minor)			Decision (major)	Appeal	2
	Variances	Decision				Appeal	Appeal	3
Roseville	Design Review	Decision (minor)			Decision (major)		Appeal	2
104,655	Planned Development					Decision	Appeal	2
	Subdivisions/Tentative Maps	Decision						?
	Second Dwelling Units							?
	Use Permits					Decision	Appeal	2
	Variances	Decision (minor)				Decision (major)	Appeal	2
San Rafael	Design Review	Decision (6)	Decision (minor)		Appeal	Decision (major)	Appeal	3
57,349	Planned Development					Decision	Appeal	2
	Subdivisions/Tentative Maps					Decision	Appeal	2
	Second Dwelling Units					Decision	Appeal	2
	Use Permits	Decision (minor)				Decision (major)	Appeal	2
	Variances		Decision (minor)			Decision (major)	Appeal	2

Appeal Procedure Comparative Study

Santa Monica	Design Review				Design	Appeal		2
90,750	Planned Development					review	Decision	1
	Subdivisions/Tentative Maps						Decision	1
	Second Dwelling Units		Decision			Appeal		2
	Use Permits					Decision	Appeal	2
	Variances		Decision			Appeal		2
Santa Barbara	Design Review	Decision (minor)			Decision (major)		Appeal	2
89,548	Planned Development					Decision	Appeal	2
	Subdivisions/Tentative Maps					Decision	Appeal	2
	Second Dwelling Units							?
	Use Permits					Decision	Appeal	2
	Variances					Decision	Appeal	2
Santa Rosa	Design Review				Decision		Appeal	2
157,145	Planned Development						Decision	
	Subdivisions/Tentative Maps				Decision	Decision	Appeal	2
	Second Dwelling Units							?
	Use Permits	Decision (minor)				Decision (major)	Appeal	2
	Variances	Decision (minor)				Decision (major)	Appeal	2
Turlock	Design Review	Decision (minor)					Appeal	2
67,876	Planned Development					Decision	Appeal	2
	Subdivisions/Tentative Maps					Decision	Appeal	2
	Second Dwelling Units	Decision				Appeal		2
	Use Permits					Decision	Appeal	2
	Variances					Decision	Appeal	2
Walnut Creek	Design Review				Decision		Appeal	2
66,111	Planned Development	Decision (minor)			review (major)	Decision	Appeal	2
	Subdivisions/Tentative Maps	Decision (minor)			review	Decision	Appeal	2
	Second Dwelling Units	Decision				Appeal		2
	Use Permits					Decision	Appeal	2
	Variances		Decision			Appeal		2

## Appeal Procedure Comparative Study

- (1) No map or application shall be considered approved or granted unless it receives the unanimous approval from all three members of the subdivision committee.
- (2) The Building director shall serve as zoning administrator and shall grant administrative variances.
- (3) For buildings and structures in any redevelopment project area, as adopted by the Legislative Body/Glendale Redevelopment Agency, the Glendale Redevelopment Agency shall be the decision-making body instead of the Design Review Board.
- (4) where a preliminary design review application has been reviewed by the design review board, the applicant or any aggrieved party, including any city official may request a reconsideration of the decision of the design review board by the alternatives assessment panel.
- (5) Appeals of specific conditions of approval relating to a parcel map or relating to a tentative tract map for a new condominium project or a condominium conversion project shall be set for hearing before the planning commission. Appeals of specific conditions of approval relating to a tentative tract map not related to a condominium project shall be set for hearing before the planning commission and thereafter before the city council.
- (6) When, in the opinion of the planning director, any matter set forth in Section 14.25.040(B) or (C) is of a size, importance or unique nature such that it is judged not to be a routine matter, it may be placed directly on the agenda of the planning commission for determination in lieu of having it processed by the zoning administrator or planning director.

\* Two step Appeal Process

Population Data Source: <http://www.dof.ca.gov/HTML/DEMOGRAP/ReportsPapers/Estimates/E1/documents/E-1table.xls>  
Appeal Information Source: Various Adopted Municipal Codes

**2004/2005/2006/2007  
PLANNING ENTITLEMENT APPEALS**

APPLI. #	PROJECT NAME	APPLI. DATE	PSD/DATE	P.C. DATE	P.C. DECISION	C.C. HEARING DATE	C.C. DECISION	DECISION DATE	TOTAL TIME/ MEETING
<b>2004 APPEALS</b>									
S 02-19 and PDP 03-02	Yosemite Commons Subdivision	11/12/02 and 2/3/03	N/A	12/18/2003	Approved by P.C.	1/6/2004	Council voted to uphold P.C.'s approval.	1/6/2004	<u>1 year, 2 months</u> 11 months
S 02-20 and PDP 03-01	Yosemite @ 32 Subdivision	11/12/02 and 2/3/03	N/A	12/18/2003	Approved by P.C.	1/6/2004	Council voted to uphold P.C.'s approval.	1/6/2004	<u>1 year, 2 months</u> 11 months
S/PDP 03-21	Kentfield Parc	9/29/2003	N/A	6/3/2004	Approved by P.C.	7/6/2004	Council voted to deny Kaiser's appeal, upheld Hall's appeal with conditions.	7/6/2004	9 months
S 03-12	Sparrow Hawk Ridge	5/28/2003	N/A	6/17/2004	Approved by P.C. w/conditions re: gate and height limit.	7/20/2004	Council upheld Appeal with conditions.	7/20/2004	1 year, 2 months
S 02-01	Belvedere Heights	1/5/2002	N/A	10/21/2004	Approved by P.C.	11/16/2004	Appeal was denied, upheld P.C.'s approval.	11/16/2004	2 years, 11 months
<b>2004 Appeals = 5</b>									
<b>2005 APPEALS</b>									
UP 04-51	Angela Harris	9/27/2004	2/19/04 - Denied.	12/14/2004	Approved by P.C.	1/4/2005 2/1/2005	Council set hearing for 2/1/2005. Council denied approval of UP 04-51.	2/1/2005	4 months
SDU 04-10	LVV Enterprises	8/19/2004	N/A	11/17/2004 12/14/2004	Approved by P.C. Appeal denied by P.C.	1/4/2005 2/1/2005	Appeal will be heard by C.C. on 2/1/2005. Council denied approval of UP 04-10.	2/1/2005	5 months
UP 04-24	Thomas Woolley	6/21/2004	12/17/04 - Complete.	1/6/2005	Approved by P.C.	2/15/2005 3/1/2005	Council set hearing for 3/1/05. Council overturned P.C.'s approval.	3/1/2005	8 months

**Project Type (Appeal Authority)**

ARB = Architectural Review Board (City Council)

PDP = Planned Development Permit (City Council)

PM = Parcel Map (Planning Commission/City Council)

S = Subdivision (City Council)

SDU = Second Dwelling Unit (Planning Commission/City Council)

UP = Use Permit (Planning Commission/City Council)

APPLI. #	PROJECT NAME	APPLI. DATE	PSD/DATE	P.C. DATE	P.C. DECISION	C.C. HEARING DATE	C.C. DECISION	DECISION DATE	TOTAL TIME/ MEETING
UP 04-69	Balken/Condos	12/16/2004	1/18/05 Approval to ZA. 2/2/05 Approval to PC.	2/17/2005	Approved by P.C.	4/5/2005	Council denied Appeal.	4/5/2005	3 months
PM/PDP 04-15	Jim Aguilar	7/19/2004	N/A	3/17/2005	Approved by P.C.	4/26/2005	Council denied Appeal.	4/26/2005	9 months
S 99-12 and PDP 02-01	Oak Valley Projects	9/22/99 and 6/6/02	N/A	4/21/2005	Approved by P.C.	5/17/2005 6/7/2005 9/6/2005 9/20/2005	Council denied Appeal w/conditions. Continued to future C.C. meeting. Council will reopen item on 9/20/05. Council approved with conditions.	9/20/2005	6 years, 4 months 4 years, 8 months
PM 05-02	Hawes/Mtn. View Avenue	1/31/2005	3/25/2005 - Complete.	5/5/2005	Approved by P.C.	6/7/2005	Council overturned P.C.'s approval.	6/7/2005	5 months
PM 05-11	Hawes/Mtn. View Avenue	8/4/2005	11/7/2005 - Complete.	12/15/2005	Approved by P.C.	1/17/2006 2/21/2006	Council voted to uphold P.C.'s approval. Council upheld P.C.'s approval.	2/21/2006	6 months
S 04-16	Laburnum Estates	9/13/2004	N/A	5/5/2005	Approved by P.C.	6/21/2005	Item tabled upon withdrawal of Appeal.	6/21/2005	9 months
S 04-04	Bruce Road Subdivision	3/4/2004	N/A	6/2/2005	Denied by P.C.	7/29/2005 8/2/2005 8/16/2005	Council overturned P.C.'s denial. Council continued item to 8/16/05. Council again overturned P.C.'s denial.	8/16/2005	1 year, 5 months
S/PDP 03-18, UP 05-33	River Glen Subdivision	8/18/03 and 4/28/05	N/A	7/21/2005	Approved by P.C.	8/16/2005	Council voted to deny Appeal.	8/16/2005	2 years 4 months
UP 05-19	Whitlock	3/18/2005	4/11/05 Approval to ZA. 5/9/05 Approval to PC.	8/4/2005	Approved by P.C.	9/6/2005 10/4/2005	Council will hear Appeal at a later date. Council voted to approve Use Permit.	10/4/2005	6 months
S/PDP 05-10	Hutchinson Glen	7/15/2005	N/A	8/18/2005	Approved by P.C.	10/4/2005	Council voted to deny Appeal.	10/4/2005	3 months
UP 05-76	Nextel (Elks Lodge)	10/26/2005	1/6/2006 - Complete.	4/20/2006  11/2/2006 3/15/2007	P.C. recommended 3 <sup>rd</sup> party mitigated negative declaration. Approved by P.C. Denied by P.C. Denied by P.C.	12/5/2006 1/16/2007	C.C. voted to recall record; hear on 1/16/07. C.C. referred item back to P.C. in light of recently received new information.  TBD	6/19/2007  Yet to be heard	1 year, 8 months 20 months
S 02-17 and PDP 05-04	Mariposa Vista #2	10/16/02 and 9/15/05	N/A	10/6/2005	Approved by P.C.	11/1/2005	Council voted to deny Appeal.	11/1/2005	3 years 2 months
<b>2005 APPEALS = 15</b>									

APPLI. #	PROJECT NAME	APPLI. DATE	PSD/DATE	P.C. DATE	P.C. DECISION	C.C. HEARING DATE	C.C. DECISION	DECISION DATE	TOTAL TIME/ MEETING
<del>S/PDP 03-24</del> S/PDP 03-24	Sierra Gardens Senior Homes	10/23/2003	N/A	3/25/2004	Approved by P.C.	2/7/2006 3/7/2006 4/4/2006 4/18/2006	Council voted to continue meeting to 3/7/06. Council continued meeting to 4/4/06. Council continued meeting to 4/18/06. Council upheld Appeal, overturned P.C.'s approval of project.	4/18/2006	2 years, 6 months
PDP 05-03	Parkwood Estates	8/22/2005	N/A	12/15/2005	Approved by P.C.	2/7/2006 3/7/2006	Council voted to hear the Appeal. Council upheld P.C.'s approval.	3/7/2006	7 months
UP 05-52	Wayne Cook	7/8/2005	8/16/2005 - Complete.	12/1/2005	Approved by P.C.	2/7/2006 3/7/2006	Motion to hear the Appeal. Council upheld P.C.'s approval.	3/7/2006	8 months
PM 05-05	Discovery Builders	3/7/2005	1/11/2006 - Complete.	3/2/2006	Approved with conditions.	4/4/2006	Council voted to uphold the Appeal, removing P.C.'s conditions.	4/4/2006	1 year, 1 month
WTF 06-03	Clearwire (Diamond Match)	8/16/2006	9/12/2006 - Complete.	11/2/2006 12/7/2006	P.C. asked for more information. Approved by P.C.	N/A	N/A	12/7/2006	4 months
WTF 06-04	Clearwire (Holiday Inn)	8/28/2006	9/13/06 - Complete.	2/1/2007	Appellant did not show.	N/A	N/A	2/1/2007	5 months
S 04-21	Shasta at Glenwood	11/17/2004	N/A	4/20/2006	Approved by P.C.	5/16/2006	Council upheld P.C.'s approval.	5/16/2006	1 year, 5 months
S/PDP 05-15	Wildwood	9/26/2005	4/24/2006 - Complete.	7/20/2006 12/21/2006	Approved by P.C. Approved by P.C.	8/15/2006 10/3/2006 2/6/2007	Council continued meeting to 10/3/2006. Council made motion to uphold Appeal, referred project back to P.C. Council upheld P.C.'s approval.	10/3/2006 2/6/2007	1 year, 4 months
UP 04-41	Mountain Union Telecom	8/25/2004	7/31/2006 - Approved by BPPC.	N/A	N/A	9/19/2006 11/7/2006	Council continued Appeal to future meeting. Council denied Appeal but placed conditions on Use Permit.	11/7/2006	1 year, 3 months
ARB 05-30	Joshi	8/29/2005	11/2/05 - ARB conceptual review. 11/22/05 - Approved.	8/3/2006	ARB approved with two conditions.	10/3/2006 11/21/2006	Council will hear Appeal at future meeting. Council adopted amended resolution reversing action of ARB.	11/21/2006	1 year, 3 months
GPA/RZ 04-05 S/PDP 04-08 AR 06-03	Tuscan Village	4/27/2004	N/A	3/16/2006 4/6/2006 7/6/2006 7/20/2006	Item cont'd to 4/6/06. Conceptual review-approved with conditions. Item cont'd to 7/20/06. Recommended that item not be approved by C.C.	10/3/2006	Council did not support project.	10/3/2006	2 years, 5 months

APPLI. #	PROJECT NAME	APPLI. DATE	PSD/DATE	P.C. DATE	P.C. DECISION	C.C. HEARING DATE	C.C. DECISION	DECISION DATE	TOTAL TIME/ MEETING
<b>2006 APPEALS = 11</b>									
<b>2007 APPEALS</b>									
S 06-12	Las Palomas Subdivision	8/11/2006	2/2/2007	5/3/2007	PC failed to act on 3-3 votes.	6/5/2007	Council approved project.	6/5/2007	10 months
ARB 07-01	John Anderson	1/17/2007	2/14/2007			4/3/2007	Council upheld ARB approval.	4/3/2007	3 months
UP 00-05 (Modification)	Chico Auto Dismantling	8/16/2006	11/13/2006	4/5/2007	PC voted to deny project.	5/15/2007	Council voted to allow a public hearing.	To be heard 7/3/2007	Ongoing
UP 05-76	Nextel (Elks)	10/26/2005		3/15/2007	Denied by PC.	7/19/2007 (tentative)	TBD	Yet to be heard	1.5 years
S 07-05	Forest Ave. Tent. Map	2/27/2007		6/7/2007	Approved.	7/3/2007	TBD		
<b>2007 APPEALS = 4</b>									