

***Butte County Department of Development Services***  
TIM SNELLINGS, DIRECTOR | PETE CALARCO, ASSISTANT DIRECTOR



7 County Center Drive  
Oroville, CA 95965  
(530) 538-7601 Telephone  
(530) 538-7785 Facsimile

**AGENDA REPORT – BUTTE COUNTY BOARD OF SUPERVISORS  
BUTTE COUNTY GENERAL PLAN UPDATE  
May 23, 2006**

**TO:** Honorable Chair and Board of Supervisors

**FROM:** Tim Snellings, Director of Development Services  
Dan Breedon, AICP, Principal Planner

**SUBJECT:** Butte County General Plan Update/Zoning Ordinance/EIR Process

1. Draft Request for Proposals
2. Working Draft Framework of Guiding Principles
3. Formation of General Plan Steering Committee  
(including implementing Resolution and Application Form)

***Attachments:***

- A. April 27, 2006 Planning Commission Agenda Report/Draft Minutes
- B. Draft Request for Proposals for Consultant Services
- C. Working Draft Framework of Guiding Principles
- D. Steering Committee Implementing Resolution
- E. Steering Committee Application Form

---

**EXECUTIVE SUMMARY**

On April 27, 2006 the Planning Commission (Please see Exhibit “A” -April 27, 2006 Planning Commission Agenda Report and Draft Minutes) met to provide comment on three major preliminary tasks necessary to start the General Plan Update/Zoning Ordinance Update/EIR process, including, 1) The Request for Proposals (RFP), 2) The Working Draft Framework of Guiding Principles, and 3) The formation of a General Plan Steering Committee. The Planning Commission recommended that action be taken on these tasks by the Board of Supervisors. Staff is therefore requesting that the Board:

1. Direct the Department of Development Services to release a Request For Proposals (RFP) as amended, for the selection of a consulting firm(s) to perform a comprehensive General Plan/Zoning Ordinance Update and Environmental Impact Report.
2. Approve the Steering Committee Resolution and Application Form
3. Create a two-member subcommittee of the Board of Supervisors to assist the Department of Development Services throughout the General Plan/Zoning Ordinance Update process.
4. Review and provide input to staff on the Working Draft Framework of Guiding Principles.

### **SECTION 1. REQUEST FOR PROPOSAL (RFP)**

The County intends to send the RFP to approximately 25 qualified firms who have expertise in the General Plan process. Qualified responses will be reviewed by a Board appointed selection committee and interviews will be conducted with the top 5 candidates. The top-ranked candidate will be considered by the Board of Supervisors and awarded the contract to initiate work on September 25, 2006.

Staff requests that the Board of Supervisors review the attached RFP and provide comment to staff on any needed changes. As was discussed in the Planning Commission meeting the RFP includes direction to the selected consultant to consider the following approaches in completing the required work:

1. The use of a consolidated General Plan and Zoning Ordinance.
2. The use of form-based zoning codes.
3. The use of distinct planning areas for non-urban unincorporated county lands and communities and separate planning areas for urban areas/city Spheres of Influence.
4. The concept of using a single consultant to jointly develop two or more different General Plan updates for the County and cooperating cities with the goal of applying consistent policies where needed.

Two other minor changes have taken place to the RFP since the Planning Commission's review: 1) Staff has clarified that the consultant will be responsible for all Geographic Information Systems (GIS) related work, with the Butte County GIS Division only providing existing GIS data to the consultant when requested, and 2) Staff is requesting the consultant prepare an assessment of existing development activity since the adoption of the original 1979 Land Use Element. This assessment would require the

consultant to collect and analyze data concerning subdivision and building permit activity in the unincorporated area of the County that would be used to compare development trends.

### Summary of Planning Commission Discussion on RFP

There was some discussion on the feasibility of using a single consultant approach for coordinating sphere of influence planning with the cities. Staff indicated that no decision had been made concerning this idea, but that opinions from the consultant community regarding this idea were needed. (Staff is at this time coordinating with the Cities, the Butte County Association of Governments, and LAFCO on this concept, and the concept has been reviewed by several individual members of the City Councils, the Board of Supervisors and from both the BCAG and LAFCO Boards.)

Further Planning Commission discussion concerned the need to cooperate with the Cities within their spheres of influence and how best to address sphere of influence planning through the Steering Committee. Director of Development Services Tim Snellings indicated that one idea may be to break the Steering Committee into various subcommittees to address issues relevant to various planning areas including the city spheres.

A member of LAFCO expressed concern about what standards would be applied to existing and future projects during the General Plan update process. Mr. Snellings indicated that these projects would be subject to the existing General Plan but that as some point amendments to the General Plan would not be accepted until the new plan was adopted.

A member of the public indicated that he did not believe that one consultant could handle the work load associated with multiple General Plan updates, but did suggest that subconsultants working under one firm could be tasked with individual sphere of influence plans. He indicated that County Urban Area boundaries now match the sphere of influence boundaries to ensure consistent Development Standards inside each sphere.

As a result of the Planning Commission's input and testimony received from the public, staff included additional requirements in the RFP to help frame the County's expectations concerning joint planning efforts within each city's sphere of influence area.

### Timeline for Consultant Selection

The following timeline provides the actions and deadlines associated with the RFP:

- April 27, 2006, RFP, Framework of Guiding Principles and Steering Committee Process submitted to Planning Commission for review and comment

- May 23, 2006, RFP, Framework of Guiding Principles and Steering Committee Process submitted to Board of Supervisors for review and approval.
- May 25, 2006, RFP Mailed and emailed to all Consultants and posted on the Department of Development Services website
- June 15, 2006, Consultants Submit Written Questions (last day) – Answers posted on the Department of Development Services website by June 20, 2006
- July 21, 2006, Proposals Due by 4:00 pm (Late proposals will NOT be accepted)
- August 3, 2006, Finalists (up to 5) Selected for Interview
- August 15, 2006, Finalists Interviewed By Selection Committee
- Early September, 2006, Board of Supervisors Considers Top-Ranked Proposal and awards Contract (Estimated Date: September 12, 2006)
- September 25, 2006, Work Initiated on General Plan Update

## **SECTION 2. BUTTE COUNTY GENERAL PLAN STEERING COMMITTEE**

Staff requests the Board's review of the attached implementing Resolution concerning the formation of the General Plan Steering Committee. Staff recommends that the Board create a subcommittee comprised of two Board members that would: 1) Determine the size and composition of the Steering Committee; 2) Review the applications (see Attachment E) of individuals who wish to serve on the Steering Committee and recommend applicants to the Board for final selection, and 3) Make other recommendations as necessary.

### Summary of Planning Commission Discussion on Steering Committee:

The Planning Commission discussed their role in reviewing the Steering Committee's work. Development Services Director Tim Snellings indicated that all of the Steering Committee's work and recommendations would be provided to the Planning Commission for review, prior to the Board of Supervisors. The Planning Commission discussed the concept of using various ad-hoc subcommittees to represent various issues and communities within the County. The subject of membership and composition of the Steering Committee was discussed and staff explained that this would be handled by the Board of Supervisors.

Members of the public spoke and indicated general support for a Steering Committee. A member of the public cautioned about being too rigid in choosing membership for the Steering Committee. Another

member of the public suggested using Butte County's geography and existing land use patterns to help identify conflict and debate issues.

### **SECTION 3. WORKING DRAFT FRAMEWORK OF GUIDING PRINCIPLES**

Butte County's *Framework of Guiding Principles* provides preliminary guidance to the staff and the selected General Plan consultant about important Butte County issues to be addressed through the General Plan update process. The Planning Commission reviewed the Framework of Guiding Principles and recommended approval to the Board of Supervisors. After review and comment by the Board, staff recommends that the Framework of Guiding Principles be reviewed by the Steering Committee and again by the Planning Commission prior to final approval by the Board.

Staff recommends that the Steering Committee be instructed to work closely with staff to ensure public participation in reviewing the Principles. This can be accomplished by soliciting input using the Department's General Plan website, and through the meeting process. After the Board of Supervisors approves of the final draft, the Framework of Guiding Principles would then be provided to the selected General Plan consultant.

#### Summary of Planning Commission Discussion on Framework of Guiding Principles:

The Planning Commission discussed the overall concept of a Framework of Guiding Principles and how detailed or general such Principles needed to be. There was discussion on whether the Framework of Guiding Principles should be shortened to include each heading without further text. Discussion ensued concerning how long each principle needed to be to convey the proper amount of direction concerning important concepts without getting into specifics. There was concern expressed about interpretations and definitions included in the Principles. Additional discussion considered the role of the Steering Committee in making these interpretations.

Public testimony was received indicating that the Framework of Guiding Principles was "good for the future structure of the General Plan" and would provide appropriate "marching orders" to the consultant. Another member of the public asked for patience and to consider the varying levels of education involved.

In their closing remarks Commissioners indicated that the current Framework of Guiding Principles provided "good overall articulation" and was a "very good working draft". Staff also clarified that the 12 principles were not presented in any order of importance; all of the Principles presented are of equal importance.

## **ACTIONS FOR CONSIDERATION:**

Development Services staff requests that the Board of Supervisors take the following Actions:

1. Direct the Department of Development Services to release a Request for Proposals (RFP) as amended, for the selection of a consulting firm(s) to perform a comprehensive General Plan/Zoning Ordinance Update and Environmental Impact Report.
2. Approve the Steering Committee Resolution and Application Form
3. Create a two-member subcommittee of the Board of Supervisors to assist the Department of Development Services throughout the General Plan/Zoning Ordinance Update process.
4. Review and provide input to staff on the Working Draft Framework of Guiding Principles.