CITY OF REDDING, CALIFORNIA
COUNCIL POLICY

SUBJECT	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE	PAGE
MITIGATION MONITORING/ PERMIT COMPLIANCE PROGRAM	92-232	1803	05/19/92	1

BACKGROUND

In 1988, the State legislature added a requirement to the California Environmental Quality Act (CEQA) that a public agency, in approving mitigation measures contained in Environmental Impact Reports (EIRs) and negative declarations, must also adopt a Mitigation Monitoring and Reporting Program. EIRs have sections dealing specifically with mitigations which include mitigation monitoring. For most initial studies done by the Planning Department, a negative declaration is issued based upon the fulfillment of certain permit or map conditions. While the City does not typically call these conditions mitigations, the conditions designed to alleviate possible environmental effects are, in fact, mitigations. Examples of such conditions are erosion-control measures, traffic-control measures, noise barriers, or visual screening. Under CEQA, the City must have an adequate system to ensure that such conditions are fulfilled. A simple checklist system has been adopted by many lead agencies in California, and the State Clearinghouse has confirmed the acceptability of such checklists. This policy incorporates the checklist designed for use by City departments together with instructions for using the form.

PURPOSE

It is the purpose of this policy to establish a checklist and associated procedures to ensure monitoring of environmental mitigations related to "projects" (as defined by CEQA) approved by the City.

POLICY

1. For each initial study involving mitigations and each environmental impact report (EIR) completed, a copy of the Mitigation Monitoring/Permit Compliance Checklist must be completed by the project planner.

2. The checklist shall clearly identify parties responsible for monitoring the mitigation, identify time lines for compliance checks, and require the responsible parties to sign when the mitigation is complete or fulfilled.

3. The completed checklist shall be forwarded to all identified responsible parties.

4. City of Redding staff or applicable Responsible Agency shall establish a system to check mitigation compliance according to the established time lines.

5. Once all compliance checks have been completed by a particular responsible party, that party shall return the checklist to the project planner, signing and dating the certification of mitigation compliance.

6. After the final mitigation compliance check, the project planner or other assigned person shall ensure that all responsible parties have returned their copy of the Mitigation Monitoring/Permit Compliance Checklist with certification of mitigation compliance. All copies of the checklist with certifications shall be maintained in the permanent record of the project file.

PROCEDURE

1. The project planner shall complete a copy of the "Mitigation Monitoring/Permit Compliance Checklist." This form may be amended from time to time by approval of the Director of the Department of Planning and Community Development. All changes must be consistent with this policy.

2. Instructions for completing the Mitigation Monitoring/Permit Compliance Checklist and instructions for those that carry out the mitigation checks are attached to the form. These instructions may be amended from time to time, consistent with this listed policy, by the Director of the Department of Planning and Community Development.

The following is the mitigation monitoring/permit compliance program applied to a hypothetical subdivision:

- Tentative Map is submitted to the Planning Department.

- The initial study identifies concerns about soil erosion, creek sedimentation, and noise impacts from the adjoining highway.

- A negative declaration is issued for the subdivision dependent on map conditions that require erosion-control measures, greenway dedication, expanded setback along creek corridors, and a noise wall adjacent to the highway.

- The tentative map is approved. Within one week the project Planner prepares the Mitigation Monitoring/Permit Compliance Checklist. Copies are sent to the Department of Public Works and to the developer.

- Mitigation Monitoring:

  a. The proposed grading and improvement plans are reviewed by Department of Public Works staff for inclusion of erosion-control measures. The proposed noise wall plans are reviewed by Department of Public Works staff for adequate design.

  b. During grading and subdivision construction, erosion-control measures are reviewed regularly by Department of Public Works staff for consistency with the approved plans and effectiveness of the erosion control measures. Department of Public Works staff ensures that greenway and creek areas are not encroached upon by construction activities.

  c. The noise wall is constructed, and Planning Department staff measure noise on the subdivision side of the noise wall to ensure its effectiveness.

  d. When the subdivision improvements are complete and the final subdivision map is being readied for recordation, Department of Public Works and Planning Department staff will review the plans to ensure that greenway areas and creek-protection setbacks are recorded with the map.

  e. As each house is built within the subdivision, Building Division staff will ensure that structures do not encroach on greenway and setback areas.

- Checklist Completion. As each of the mitigation monitoring steps listed above is completed, the Department of Public Works or Planning Department staff member involved will sign off the relevant condition. After all mitigation monitoring involving a particular staff member is complete, that staff member will return the checklist to the project Planner.

- When it is time for the subdivision file to be archived, a check will be made to ensure that all required mitigations have been signed off. For some mitigations such as the erosion-control measures in this hypothetical subdivision, a final mitigation monitoring check may be made. If all mitigations are complete, the file will be archived. If mitigations have failed, staff will have to seek remedy. It is likely that bonding requirements related to mitigations will increase substantially.