

TO: Honorable Mayor and City Council Members
FROM: Erin Dougherty, Code Enforcement Officer
DATE: October 11, 2010
SUBJECT: Code Enforcement Activity Report- September 2010- Present

Requested Action

Information item only, no action necessary.

Recommendations

None

The following information is provided to the Council related to the Code Enforcement activities of the Planning Department for the period of time from the September Council Meeting to present.

Miscellaneous Activities:

1. Met with City Administrator regarding reduced hours.
2. Responded to Census email regarding building permit information.
3. Helped with monthly water report.
4. Responded to property owners questions regarding their property.
5. Reviewed staff report and made comments.
6. Completed Monthly Staff Report
7. Met with City Clerk regarding business licenses.
8. Met with Public Works Superintendent regarding encroachment permit.
9. Attended staff meetings
10. Worked on "fine" portion of text change with city attorney.
11. Approved encroachment permit for landscaping – 1 day.
12. 2- Second Notices for delinquent Business Licenses. (All are now current)
13. Spoke with contractor and City Planner regarding request for final approval from County Building Department.
14. Attending meeting with Planner, City Administrator and City Attorney regarding homes with lack of utilities.
15. Met with Planner regarding various planning/code issues.
16. Spoke with citizen wanting to know if house numbers could be painted on curbs as a fund raising event for the Lions Club.
17. Met with Mayor regarding Abandoned Vehicles

18. Staff report for 3069 Eighth Street.
19. Completed Newsletter (Copied and folded 660)
20. Prepared appeal packets for council meeting to be mailed.
21. Reviewed changed to text amendments for code enforcement.
22. Helped customer/business owner with business license questions.
23. Spoke with representative regarding site plan submittal, the cost and turn around time.
24. Prepared new site plan packet for engineer and planner for distribution.
25. Prepared folder for new site plan application and entered data into binder.
26. Prepared drawings for 3rd submittal revision on site plan for distribution to planner and engineer.
27. Met with engineer regarding soon to be revised site plan applications and what will be required for submittal.
28. Worked with Roy regarding water reports.
29. Spoke with applicant regarding soils reports.
30. Spoke with engineer regarding detail standards on the city website and sent missing detail to web host for posting.
31. Assisted with the WWTP Monthly Report.
32. Met with PW Superintendent regarding engineers request for to camera a sewer line for confirmation on site plan.
33. Worked on map for 14-Mile yard Sale.
34. Spoke with 2 concerned citizens regarding code enforcement. RV parked in driveway hooked to power and water. Property owner was getting ready to go hunting.
35. Reviewed and commented on Planners draft letter of approval for Jackson Site Plan.
36. Inquired to engineer as to why the Biggs Market was using a water tower. Use is for two reasons, to help cool the refrigerators and for fire suppression.
37. Ad for newspaper regarding equipment for bid.
38. Ad for newspaper for Public Hearing on Franco Variance.
39. 300' list and Public Hearing Notices to those who live or own property around the Franco residence for up coming public hearing.
40. Worked with Vista Net regarding email issues.
41. Contacted Mr. Wilkinson regarding application for fence permit and if he would like staff to approve a portion of the permit or if he would like staff to approve the application with the required setbacks for the front and side fence and include the rear fence. (Have not heard back from him at this time).
42. Worked with BCAV regarding Community Clean-up.

Applications:

Approved:

1. Site Plan- 2966 W. Biggs –Gridley Road – Modify home for daughter in wheel chair.

Applied:

1. Variance 2986 W. Biggs-Gridley Road – Replacement of carport with metal carport in front yard setback.

Parking Issues turned into Gridley Biggs Police Department:

Nothing at this time.

Follow up on Previous Items:

1. 1 letter regarding lack of Fence Permit – This fence has been removed until application has been applied for and approved. Property owner stated they will be bringing in the application once they have the money.

Miscellaneous:

Nothing at this time.

Zoning Code Violations:

Nothing at this time.