



- CITY OF BIGGS -  
**PLANNING DEPARTMENT STAFF REPORT**

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DATE: June 20, 2011  
TO: Honorable Mayor and Members of the City Council  
FROM: Scott Friend, AICP City Planner  
SUBJECT: Department Activity Report – May/June 2011

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**DEPARTMENT ACTIVITY SUMMARY – May/June 2011**

On-Site Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Thursday, May 19th– Code enforcement field work/Contract staff work
- Thursday, June 2<sup>nd</sup> – Code enforcement field work/Contract staff work
- Monday, June 20<sup>th</sup> – City Council Meeting

Major Projects Activity Report:

1. *General Plan 2035 Update:*  
PMC is continuing to make progress in the preparation of the draft Biggs 2035 General Plan Elements. Pursuant to the direction provided by the City Administrator, the General Plan Update Study Session scheduled for June has postponed and been moved to prior to the regularly scheduled July meeting of the City Council due to agenda size concerns. Staff is anticipating that the Council will review the Economic Development, Public Facilities, Circulation and Land Use Elements of the draft Plan at the planned study session prior to the July 18<sup>th</sup> City Council meeting.

Monthly Department Activity Report:

2. *Site Plan Reviews / Planning Services Activities:*
  - Site Plan Reviews:
    - Staff is anticipating submittal of a Site Plan and Lot Line Adjustment packet by Sunwest Milling prior to the June City Council meeting. The project involves the expansion/construction of a new warehousing building on the west side of the existing mill, re-location of the existing scale-house building currently located on the south side of the existing mill, the construction of a new maintenance building, and the movement of an existing water line. The lot line adjustment is necessary due the placement of the new building and relocation of the existing water line.

As of the date of the publication of this report, the application packet has not yet been received. It is noted that the Site Plan review and approval process is an administrative process that does NOT require action by the City Council. Staff will work with the City Administrator to provide information to the Council on this submittal upon its receipt.

- Correspondence / Information Requests:
  - Foreclosure information (multiple)
  - Burn-down Letter 2917 W. Biggs-Gridley Road
  - TV and electronics recycling advertisement fliers
  - Code enforcement: Various (see detailed discussion below)
  
- Planning Services Activities:
  - Finalizing of the 2011 Biggs Area Bicycle Transportation Plan
  - Finalizing of the 2010-2011 General Plan and Housing Element Annual Report
  - Co-ordination of final City Intern work effort (small city design review programs)
  - Review of BCAG Sustainable Communities Strategy (SCS) Plan Draft Service Contract.
  - Review and acquisition of updated GIS data from BCAG and BCAG GIS contractor.

3. *Butte County Building Permit Issuance Coordination:*

- No building permits were reported as being issued by the Butte County Building Division in the City of Biggs during the reporting period.

4. *City of Biggs General Plan and Housing Element Annual Implementation Report:*

Please refer to separate staff report for information on this item.

5. *City of Biggs 2011 Biggs Area Bicycle Transportation Plan Update:*

Please refer to separate staff report for information on this item.

6. *Biggs Sixth Street Bridge Replacement Project – Phase II Environmental Services:*

On Thursday, June, 9<sup>th</sup>, the City of Biggs Planning Department received information from the City Administrator that the California Department of Transportation had authorized the City of Biggs' request for additional funding to pursue the required Phase II environmental compliance studies for the bridge replacement project. At this time, PMC is awaiting a decision the receipt of a signed agreement with California Engineering Company to begin the Phase II environmental effort. The specific studies to be completed as part of this effort include:

- Wetlands Delineation
- Natural Environment Study (NES)
- Archeological Survey Report (ASR)
- Biological Assessment (BA)
- Historical Preservation Survey Report (HPSR)

Note: All studies listed above have been required by the California Department of Transportation (Caltrans) as part of the project environmental analysis effort.

Code Enforcement Summary Report:

In late May, the City's Code Enforcement Officer, Erin Dougherty, returned from a medical leave of absence. Following Erin's return to employment, PMC returned Code Enforcement duties to the City and has suspended its Code Enforcement efforts relative to providing part-time staffing in Erin's absence. Since her return, Erin has been working to understand the new provisions of BMC Section 6.25 Health and Safety and Neighborhood Nuisance Abatement. Additionally, the City Planner has been working with Erin to pass over project files and information prepared during Erin's absence and to help Erin "get-up-to-speed" on the activities that have taken place over the past six month period. Due to this change of personnel and to issues related to Erin's return to employment, there are no new code enforcement cases that currently remain open to report to the City Council.

Staff would note that with the apparent arrival of summer, numerous cases of unattended swimming pools within a front yard area have been observed and the owners of those pools have been contacted. Staff would remind residents and the Council that the Biggs Municipal Code prohibits unattended swimming pools containing water within a front-yard area for safety reasons. To date, all parties contacted about unattended front-yard swimming pools have been responsive to staff's request to move or empty their pools.

Annual Weed Abatement Notification and Citation Process:

The City code enforcement officer has reported that Cal Fire has completed their first-round of weed inspections in the City. Property address information has been provided to City staff by Cal Fire and the Code Enforcement Officer is currently in the process of sending out notices of violation to those properties on both the City's weed abatement list and those addresses obtained from Cal Fire. It is anticipated that all first-notice weed letters will be distributed by the end of the week of June 20<sup>th</sup>.

3169 Third Street (Whetstone / Brown) / 468 F Street (Ramirez/Navarro) – Updates:

*3169 Third Street (Whetstone/Brown):* Pursuant to the provisions of recently adopted Section 6.25 of the Biggs Municipal Code, staff has scheduled a hearing with the Mayor to determine the presence of a Nuisance violation at this location on Thursday, June 23<sup>rd</sup> at 4:00pm in the City Council chambers. The hearing will be the first hearing pursuant to the provision of the City's recently adopted nuisance code.

*468 F Street (Ramirez/Navarro):* The City has been advised that the tenants of the dwelling have vacated the property and the City Planner has given the property owner ten days (from Monday, June 13<sup>th</sup>) to resolve the existing code violations on the site. Should the owner fail to address the violations on the site in a manner that is satisfactory to the City, staff will schedule a nuisance hearing on the property for the second week of July.

Attachments:

- None