



- CITY OF BIGGS -
PLANNING DEPARTMENT STAFF REPORT

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DATE: December 19, 2011
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP City Planner
SUBJECT: Department Activity Report – November/December 2011

DEPARTMENT ACTIVITY SUMMARY – November/December 2011

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

- Monday, December 19th – City Council Meeting
- Tuesday, December 13th – BCAQMD CEQA Handbook Review meeting
- Staff Meetings (x2)

Major Projects Activity and Update Report:

1. *General Plan 2035 Update:*
PMC will be presenting three options for the completion of the City of Biggs General Plan Update project Environmental Impact Report (EIR) to the City Council as a separate agenda topic. See separate report for additional information on this topic.
2. *Sunwest Milling Warehouse Expansion Project:*
The City Engineer has scheduled this item for consideration by the Council as a separate agenda topic. See separate report from the City Engineer for additional information on this item.
3. *Fence Code – Code Amendment Discussion and Direction*
PMC will be presenting options for discussion and consideration by the City Council for the amendment of the City's existing fence code at the January City Council meeting. It was staff's original intent to present this item at the December City Council meeting. However, additional time is being requested by staff on this matter to allow for the preparation of support materials and conceptual code language to facilitate a better discussion of this topic.

Monthly Department Activity Report:

2. *Applications / Planning Services Activities:*

Applications:

- Development Review / Use Permits / Entitlements – Fence Permit at 489 E Street. A request to replace an existing dilapidated wooden fence. Approved by the Planning Department on December 12, 2011.
- Lot Line Adjustment (Sunwest Milling):
- (see activity narrative in Section above and report from the City Engineer).

Planning Services Activities:

- Planning staff have been continuing to provide input to the Butte County Association of Governments (BCAG) for the Sustainable Communities Plan (SCS) and will continue to support that document and provide input in the coming months. It is noted that the City of Biggs will be reimbursed for the staff time devoted to this effort. To date, staff has provided information on land use projections, population projections and anticipated project information for inclusion in the BCAG models.
- Planning staff is working with the owner of Swanson's timber company to identify options available to make aesthetic enhancements to the Seventh Street frontage to the Swanson's timber site. Staff is working to provide information regarding lot lines, right-of-way dimensions and probable improvement requirements to the property owner.
- Along with the City Administrator, PMC participated in a phone conversation with a potential alternative fuel project developer to discuss issues related to site selection, zoning and environmental review.
- Along with the City Administrator, PMC attempted to participate in a phone conversation with a representative of a manufacturing / consumer products company potentially interested in the City of Biggs for expansion purposes. The company representative was not able to participate in the call as scheduled and it is anticipated that said conversation will occur once again in the near-future.
- On behalf of the City of Biggs, PMC is participating in the review and comment process on the revised Butte County Air Quality Management CEQA Handbook. The initial review meeting was held on Tuesday, December 13th to discuss handbook modifications and their impacts to local agencies.

3. *Butte County Building Permit Issuance Coordination:*

- Please see *Attachment A* to this report for building permit details.

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

As reported at the November City Council meeting, staff is anticipating a submittal of the Historic Resource Evaluation Report (HRER) required by Caltrans cultural resources staff during the week of December 19-23. PMC and our sub-consultant for this effort, Pacific Legacy, have been in contact with Caltrans staff on throughout the study preparation process and anticipate a reasonable review turn-around time on this matter.

PMC has maintained constant communications with Caltrans staff on this project and at this time it is the opinion of Caltrans project staff that a final determination of No Effect may be able to be issued in mid- to late-January for this effort.

5. *Code Enforcement: General*

As we approach the holiday season, the City's Code Enforcement Officer is focusing her efforts on issues related to aesthetic nuisance violations of the City Code as directed by the City Planner. Additionally, staff is pursuing a violation of the City Code and building code on C Street and has made three public contacts dealing with the parking of vehicles in locations which are in violation of the City Code and/or Vehicle Code.

6. *Code Enforcement: Enforcement Program*

Pursuant to the direction provided by the City Council at their November meeting, PMC will be assuming the role of the City's Code Enforcement Officer effective Monday, December 19th. In this capacity, PMC will be providing an average of 8-hours of dedicated code enforcement service to the City consistent with PMC's existing on-call services contract and consistent with what PMC provided to the City from December 2010-May 2011. To ensure a streamlined approach to this effort, PMC has contracted with the City's current part-time Code Enforcement Officer to continue to provide this service to the City. PMC believes that this relationship will provide for a maximum of flexibility and efficiency in the provision of Code Enforcement services. Under this scenario, she will be working under the supervision of the contract City Planner as a part-time employee of PMC and not as a City of Biggs employee.

PMC is currently working with the City Administrator to identify the preferred approach to the provision of this service. At this time, PMC is suggesting that this effort be undertaken on a weekly basis with the primary field observation effort occurring on Tuesday mornings with office work to prepare citations, letters and reports and to respond to citizen input occurring on Tuesday afternoon and Thursday morning. All weekly letters and citations would be issued on or before Thursday close-of-business.

Attachments:

Attachment A - Butte County Building Department Permit Activity Reports