



- CITY OF BIGGS -
PLANNING DEPARTMENT STAFF REPORT

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DATE: February 27, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP City Planner
SUBJECT: Department Activity Report – January/February

DEPARTMENT ACTIVITY SUMMARY – January/February

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

- Thursday, January 24, 2012 – Caltrans District 3 Local Assistance Funding Conference
- Tuesday, January 31, 2012– Code Enforcement / House Inspection

Major Projects Activity and Update Report:

1. *General Plan 2035 Update:*

PMC has begun work on initiate the Environmental Impact Report (EIR) for the General Plan Update project. PMC is currently in the process of preparing the draft Project Description and Notice of Preparation. It is anticipated that the draft Project Description and Notice of Preparation will be completed and ready for review by the City Administrator during the week of February 27th-March 2nd. Upon approval of the Project Description, PMC will circulate the Notice of Preparation and schedule to the required project Scoping meeting. Consistent with past updates on this effort, PMC still believe that the Notice of Preparation will be circulated in early March for this effort. Circulation of an NOP in early March would result in a project Scoping Meeting at a date and time to be determined near the end of March.

2. *Sixth Street Bridge Replacement Project:*

Consistent with past Council updates on this project, staff has been working with the City's Caltrans project manager to prepare the final letter of determination that the project is Categorical Excluded (CE) from further analysis under the National Environmental Protection Act (NEPA). The staff update report prepared for January's City Council meeting indicated a hopeful delivery date of the completed CE in late January or early February. Upon discussion of that deadline with the City's Caltrans Project Manager, it was determined that the earliest possible time for the receipt of the completed Categorical Exclusion document will be March 2nd with a probable receipt of the formal determination occurring during the week of March 5th – 9th.

3. *Sunwest Milling Warehouse Expansion Project:*

The project engineer for the Sunwest Milling Warehouse Expansion Project submitted the Phase II building plans to the Butte County Building Department during the week of February 13th-17th. It is anticipated that the upon receipt of the final Site Development Plan for the final phases of the work effort, that Staff will be in a position to approve the entire mill expansion project. The City Planner and the City Engineer are working with the project engineer on getting the final site plans with an expected delivery of such plans in the next 7-10 days.

4. *Fence Code – Code Amendment Discussion and Direction re: Decorative Fences*
See separate staff report in this month's meeting packet for details.

5. *Marijuana Cultivation Ordinance Review – Code Amendment Discussion and Direction*
See separate staff report from the City Attorney in this month's meeting packet for details.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

Applications: None

Planning Services Activities:

- Butte County Planning Directors Meeting – 2/23/12
- Coordination of City Bike Plan with revised BCAG Bike Plan
- Completion of Flood Hazard Determination for Sixth St. Bridge Project
- Coordination with Butte County re: Building Services Contract

- The Butte County Association of Governments (BCAG) is currently in the process of finalizing the data modeling for the Sustainable Communities Strategy (SCS) Plan for the County. PMC, on behalf of the City, is continuing to monitor the progress of this activity and will report back to the City Council on the 'results' of the BCAG work once it is formally available.

- Planning staff / PMC is currently working with the City Engineer to provide information regarding the potential costs, timelines and issues associated with the preparation of an environmental analysis document for the conversion of the City's wastewater treatment facility to a land application discharge facility. PMC staff members have met with the City Engineer to review the potential environmental study and compliance aspects of such a potential project.

2. *Citizen Contact / Information:*

- The Planning Department received three citizen inquiries during the reporting period dealing with Code Enforcement questions; one inquiry regarding the status of a vacant/foreclosed home; one inquiry about the potential to remove an existing dwelling unit and relocate a mobile home to the site (5th and D Street); one inquiry regarding the potential to store a mobile home temporarily on an existing lot and one inquiry about building permits.

3. *Butte County Building Permit Issuance Coordination:*

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

4. *Code Enforcement: General*

During the reporting period of this Council communication, PMC has continued to provide an average of eight (8) hours per week of Code Enforcement services to the City of Biggs. It is noted staff has spent one hour per week during the past three weeks undertaking evening / nighttime inspections. The intent of evening and nighttime inspections is to look for code violations associated with the residency of travel trailers, complete parking inspections at locations whereby nighttime parking issues are believed to be present and to make inspections of property related to the occupancy of foreclosed and vacant structures.

PMC has issued an average of approximately 6 Code Citation letters each week during the reporting period between January 23rd and February 21st. During the week of February 6th, 10 code violation letters were issued focusing on parking issues. Staff has noticed an increase in the number of parking and inoperable vehicle violations and is intending to focus code enforcement activity in this area over the coming weeks.

Attachments:

Attachment A - Butte County Building Department Permit Activity Reports

2/17/2012
3:25:39PM

Butte County
Department of Development Services - Building Division (City of Biggs)
PERMITS ISSUED IN City of Biggs - Summary by Type and Subtype
For the Period 1/1/2012 thru 1/31/2012



Type / SubType	# of Permits Issued	Valuation of Work	Fees Charged
ETRAKIT	1	\$3,371.00	\$124.00
HVAC C/O RESIDENTIAL	1	\$3,371.00	\$124.00
Totals:	1	\$3,371.00	\$124.00