

- CITY OF BIGGS -
PLANNING DEPARTMENT STAFF REPORT

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DATE: April 16, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP City Planner
SUBJECT: Planning and Code Enforcement Activity Report for March / April 2012

DEPARTMENT ACTIVITY SUMMARY – March / April 2012

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

- Tuesday, March 27th – Code Enforcement field observations with Pete and Nicole.
- Wednesday, March 28th – Conference call with Housing and Community Development Department regarding Program Income reuse plans.
- Monday, April 2nd – Conference call regarding draft Building Services Contract.
- Wednesday, April 4th – Staff Meeting Participation.
- Friday, April 6th – Sunwest Milling Inspection / Meeting with City Engineer re: Wastewater Treatment Plant Environmental Studies.
- Code Enforcement field visits occur every Tuesday and Thursday mornings.

Major Projects Activity and Update Report:

1. *Grant Management, Close-out and Reporting Effort:*
PMC is continuing to work with representatives from the State Department of Housing and Community Development Department to secure project reimbursement for the City's 2009 Housing Element Update project and to "close-out" a number of the City's concluded State grants. Additionally, PMC staff is working with the City Administrator and the State to address issues related to the reuse of City Program Income grant monies. PMC has submitted a revised reimbursement package to the State along with the requested support information and is currently awaiting feedback on the submittal.
2. *Sixth Street Bridge Replacement Project – Environmental:*
At this time, PMC is awaiting further direction from Bennett Engineering and the City of Biggs on the next steps of the project. PMC understands that the project is awaiting the approval of funding for "next step" activities from Caltrans. PMC's anticipated next role on this effort will involve mitigation measure implementation and permitting assistance.
3. *Sunwest Milling Warehouse Expansion Project – Site Plan Review:*
On Thursday, April 5th, PMC distributed the "full project" Site Plan approval letter and draft Conditions of Approval for the full Sunwest Milling Warehouse Expansion project to the Sunwest Project team. The landowner (Sunwest) and the landowners representative

(Robertson Erickson Engineering) have signed the Conditions of Approval and returned them to the City. At this time, all restrictions and holds on the issuance of building permits have been lifted by the Butte County Building Division and the project has completed the review and approval process with the Planning Department.

4. *Fence Code – Code Amendment Discussion and Direction re: Decorative Fences*
Second reading of Ordinance to be presented at the April City Council meeting.
5. *Marijuana Cultivation Ordinance Review – Code Amendment Discussion and Direction*
Second reading of Ordinance to be presented at the April City Council meeting.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

Applications: None

Planning Services Activities:

- Continual coordination with Butte County re: Building Services Contract. It is currently anticipated that the City will be getting a revised contract for review during the week of March 26-30.
- PMC will issue the public draft Notice of Preparation for the General Plan EIR on Friday, April 13th formally initiating the City's EIR process.
- The City Planner has provided information and preliminary feedback to the Butte County Association of Governments (BCAG) in regard to its issuance of the 2014 Regional Housing Needs Assessment (RHNA) numbers for Butte County. It is anticipated that BCAG will be providing draft RHNA numbers to its member agencies in June or July of 2012.
- PMC continued to support the City's effort to evaluate options for the modification of the City's wastewater treatment plant to allow for land discharge opportunities. PMC continues to work with the City Engineer to identify the technical studies and support information that will be necessary to initiate the environmental review process in support of this effort.

2. *Citizen Contact / Information:*

- The City Planner has provided information to three (3) interested parties concerning development of an existing vacant lot on 3rd Street north of E Street; concerning the installation of a front-yard fence on 6th and G Streets; and, regarding impact fees for the connection of an existing home currently utilizing a septic tank to the City's wastewater collection and treatment system.

3. *Butte County Building Permit Issuance Coordination:*

- Two building permits were issued in the City of Biggs during the reporting period as follows:
 - Replacement of a residential roof.
 - New window installation.

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.

During the week of April 2-6, the Code Enforcement officer issued 3 Code Citation letters; 2 "thank you" letters for properties that addressed noticed violations within the

reporting period and verbally addressed 2 additional code enforcement violations. The PMC and the Code Enforcement officer also completed the City's 1st quarter AVA program reporting documentation.

On March 27th, the City Planner and Code Enforcement officer participated in an field tour with the City Administrator to identify areas and issues of concern, to identify future special enforcement focus areas and to discuss how to enforcement issues to include children's play equipment in a front-yard area and home maintenance equipment in a front yard area.

Attachments:

1. *Building Permit Report for March 2012.*
2. *Sunwest Milling Company Warehouse Expansion Project – Approved Conditions of Approval*

4/6/2012
9:37:15AM

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 3/1/2012 thru 3/31/2012



Type / SubType	# of Permits Issued	Valuation of Work	Fees Charged
MISCELLANEOUS	2	\$3,700.00	\$256.00
RE-ROOF RESIDENTIAL	1	\$3,500.00	\$128.00
WINDOW/GLASS DOOR	1	\$200.00	\$128.00
Totals:	2	\$3,700.00	\$256.00

Conditions of Site Plan Approval (full project) for:
Sunwest Milling Company – Warehouse Expansion Project
March 5, 2012

Planning Department Conditions:

General:

1. All plans for future construction which are not covered by this review shall be submitted to the City Planning and Engineering Departments for review and approval.
2. The approval provided by this action shall be exercised within two (2) years of the date of final approval or it shall be come null and void.
3. All project drawings and all requested plan amendments/modifications/alterations shall be submitted to the City Planning and/or Engineering Departments (as applicable) for review and approval and all modifications to project building plans required to be reviewed and approved by the Butte County Building Division shall be submitted and approved prior to the initiation of any activity associated with the Plan amendment/modification/alteration. Modifications to plans or exceptions to these conditions of project approval may be granted only by the City of Biggs.
4. Development of the site shall be in accordance with the approved plans submitted and on file in the City of Biggs Planning and Engineering Departments and the Butte County Building Division. All aspects of construction, including landscaping and plantings, must be completed prior to occupancy.
5. All requirements of the City Planning, Public Works/Engineering and County Building Departments shall be completed prior to occupancy of each phase of work.
6. If one or more of the following conditions is not met with respect to all its terms, then this approval may be revoked in its entirety.

Bannock Street and Street Frontage Improvements:

7. The developer/contractor shall remove the existing westerly driveway access cut on Bannock Street and replace the existing driveway cut with new curb, gutter and sidewalk matching the existing improvements to the east and west at the new driveway location. The area of the existing driveway opening shall be landscaped consistent with existing street landscaping on the Bannock Street frontage.
8. The developer/contractor shall re-stripe the on-street parking area within the right-of-way on Bannock Street at the location of the previous driveway ingress/egress location to provide for additional on-street diagonal parking at that location. Developer/contractor shall make all necessary adjustments to the striping of the existing on-street parking necessary to accommodate this condition.
9. The developer/contractor shall install curb, gutter and sidewalk to match existing for the full width of the project frontage on Bannock Street. The developer shall install a new

handicap/accessible ramp within the above described improvements on 11th St; construct a new handicapped ramp at the northeast corner of 11th Street and Bannock Street; and, shall install street landscaping to match existing.

Site Landscaping – General:

10. The developer shall landscape the proposed storm water detention trench/basin with a combination of living groundcover, irrigated turf and or hardscape materials. Hardscape materials may not exceed 50% of the total surface area treatment. All hardscape groundcover materials (bark, mulch, rock) shall be of a suitable depth to adequately and fully provide ground coverage.
11. Project landscaping, to include street frontages and storm water drainage facilities, shall be completed prior to the issuance of final occupancy permits for each phase of the project where a phase-specific site plan has been approved (e.g. scale house and maintenance building).
12. Any and all changes to the approved landscape and planting plans shall be submitted to and approved by the City of Biggs Planning Department prior to the initiation of work on the elements of the projects for which the plan revisions have been requested. No tree removal, substantial pruning of existing trees shall be made nor shall any other modifications be made to the existing vegetation on the site without approval of the City of Biggs prior to the proposed activity.
13. A fully automated irrigation system in compliance with the requirements of AB1881 shall be installed in all landscape planting areas.

Fencing:

14. All project fencing shall conform to the requirements of Biggs Municipal Code Section 14.060.080 unless otherwise described in these Conditions of Project Approval. Pursuant to Section 14.150.090 of the BMC, project applicant shall submit fence plans and design and construction details to the City of Biggs Planning Department for review and approval separately from this approval and *prior to* any request for occupancy of the new warehouse building.
15. Fencing adjacent to the Bannock Street frontage shall match the existing street frontage fencing. Such fencing shall include screening materials (fence slats or similar) that shall fully obscure visibility to any outside storage areas on the site. All fencing / screening materials (e.g. fence slats or view obstructing mesh materials) shall be maintained in good condition by the site occupant in perpetuity.
16. Pursuant to Section 14.150.090, required fencing along the Bannock street frontage shall be a minimum of six (6) feet in height.
17. Electric fencing shall not be permitted in any location on the project site. Barbed wire or other security-type fencing may be provided in the interior areas of the proposed project as allowed by the Biggs Municipal Code.

Lighting:

18. Exterior lighting shall be screened and shielded to direct light in a downward direction and designed to ensure that no more than 20% of the total lumens of the lighting are visible from off-site locations. Internal operational and safety lighting shall be permitted to exceed this standard where such lighting is not visible from a location off of the site.

Emergency Access / Life-Safety Improvements:

19. Applicant shall provide site access lock combinations to the Biggs Fire Department/Calfire for all access locations and building access keys/combinations for the fire system pump house room.
20. Access to the fire suppression pump house area and all FDC connections shall be available and unobstructed at all times.
21. Fire hydrant locations and FDC's shall be provided as required by the Butte County / Calfire Fire Department.
22. The applicant shall register and/or notify (as appropriate) the Gridley-Biggs Police Department of the use of any electronic security system to be used on the premise prior to activation of said system.

Building Plans Review / Building Code Compliance:

23. The project applicant/contractors shall submit buildings plans to the Butte County Building Division for review and approval prior to the initiation of any work described or otherwise approved as part of the building construction process.
24. The project applicant / contractors shall apply for and secure all required demolition permits and clearances with the City of Biggs and the Butte County Building Division prior to undertaking any demolition work on the site.
25. Handicap access shall be provided in accordance with the provisions of the California Building Code and/or as otherwise required by the Butte County Building Division.
26. Applicant shall submit building plans to the Building Services Division of the Butte County Development Services Department and receive approval of the buildings plans for each phase of the project prior to the initiation of any project related building construction on the site for the un-approved project phases.
27. Applicant shall provide a copy of the approved building permits to the City following issuance of such by the County.

Site Development Standards -- Other:

28. Maximum building height, including any building appurtenance, shall not exceed sixty (60) feet.

29. Relocated propane tank shall be located no closer than its current location from existing residential dwellings and uses on Bannock Street unless screened by or otherwise shielded by an existing or new building. The relocated tank shall be screened from off-site views to the north and meet all County building department standards and City of Biggs / Calfire standards for clear zones, traffic bollards, venting and blast protection.
30. No new signage is approved with this approval. All requests for new signs shall be submitted separately to the Planning Department and approved via a separate review and approval action.
31. Developer/contractor shall be responsible to call for a final site inspection and clearance on all site plan conditions prior to the occupancy of the final phase of development approved pursuant to this approval (warehouse building expansion). Following the receipt of a final inspection request by the developer/applicant, Planning staff will perform a final inspection prior signing off on the final certificate of occupancy verifying that conditions contained herein have been satisfied.
32. Applicant shall be responsible for payment of all building permit, inspection, development impact and development application fees prior to issuance of utility clearances and certificates of occupancy.

Engineering and Public Works Department Conditions:

1. The developer shall demonstrate during plan check of the site construction plans that the proposed on-site storm water drainage system is adequate to handle the increased runoff from the new pavement and buildings.
2. The developer shall provide to the City, a project approval letter from the Reclamation District 833 for proposed site drainage improvements indicating the approval of District for storm water discharge to Hamilton Slough. *(Note: This Condition has been completed)*
3. New utility lines shall be in a new easements and the existing casement abandoned where the lines are being removed/abandoned. The existing lines should remain in service until the new lines are in service. The City water line being removed should be removed to the tee in Bannock with the valve replaced by a blind flange. The new connection should be made with a valve on the new line and a valve on the existing line west of the new connection.
4. The new public improvements in Bannock Street shall be in a separate set of improvement plans, which should include the City water line relocation.
5. The applicant shall apply for and secure an encroachment permit from the City of Biggs prior to any work in the City right-of-way on Bannock Street.
6. The applicant or contractor shall notify the City of Biggs Public Works Superintendant prior to the initiation of any work within a City right-of-way.

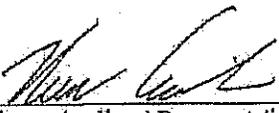
7. The City of Biggs Public Works Superintendant shall inspect and approve all connections to the City utility system prior to the covering of project trenches and connections.

Outside Agency / Department Conditions:

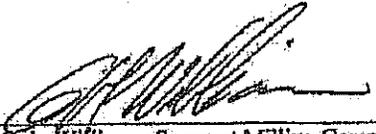
1. Applicant/developer/contractor shall be responsible for independently coordinating dry utilities.

The undersigned has read and understands all aforementioned conditions of approval and will comply with all conditions throughout implementation of the proposed project:

Project Applicant / Property Owner Signature(s):

 4-7-12

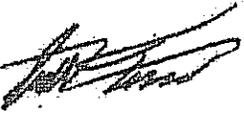
Russ Erickson: Applicant Representative

 4-5-12

Galo Williams: Sunwest Milling Company, Inc, Project Manager

If you have any further questions or concerns, please do not hesitate to contact the City of Biggs Planning Department at (530) 868-5447.

Sincerely,



Scott Friend, AICP
City of Biggs Planning Department

Cc:
Pete Carr, City Administrator
Steve Speights, City Engineer
Paul Pratt, Public Works Supervisor