



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
August / September 2012

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DATE: September 11, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – August/September 2012

DEPARTMENT ACTIVITY SUMMARY – August/September 2012

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

- August 23, 2012: BCAG County Planning Directors Meeting
- Weekly Code Enforcement meetings - Thursday afternoons
- August 24, 2012: Project Review Meeting with City Administrator
- August 31, 2012: Project Review Meeting with City Administrator and City Engineer regarding Wastewater Treatment Plant Upgrade Project Environmental Review Proposal
- September 7, 2012: Review of Chapter 8 - Funding of the draft Butte Regional HCP/NCCP

Major Projects Activity and Update Report:

1. *General Plan Update – Environmental Impact Report:*
PMC is continuing to move forward with the preparation of the Administrative Draft Environmental Impact Report (EIR) for the General Plan Update effort. At this time, primary work involves the identification and quantification of potential traffic related impacts and mitigation options and cumulative impact evaluations.

2. *North Biggs Estates Project:*
The Community Housing Improvement Program (CHIP) has submitted initial conceptual design drawings and model home location map for the dwelling units proposed for development at the North Biggs Estates project. Copies of the dwelling unit type location map and model home renderings have been included as attachments to this report. Staff has provided these to the City Council for initial review and discussion. Formal consideration of the final design plans will be submitted to the Council for approval at a subsequent meeting.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*
Applications: None

2. *Citizen Contact / Information:*

- The City Planner received approximately 10 communications regarding City of Biggs Code Enforcement activities related to the cultivation of marijuana, abandoned and nuisance vehicles and recent vehicle towing undertaken by the GBPD at the request of the Planning Department for vehicles in violation of the vehicle code.
- The City Planner was contact by the Community Housing Improvement Program (CHIP) concerning CHIP's intentions to move forward with the construction of homes in the North Biggs Estates project possibly as soon as the Spring/Summer of 2013. The City Planner provide CHIP with information to be used in CHIP's application for federal funding assistance for the project.

3. *Butte County Building Permit Issuance Coordination:*

- One (1) building permit for a new HVAC installation was reported as being issued in the City of Biggs during the reporting period.

4. *Environmental Review Efforts:*

- PMC is currently working with the City Engineer and City Administrator to prepare a proposal to undertake and complete the environmental review requirements for the City's upgraded wastewater treatment plant as the moves forward with plans for a land discharge system for the City's wastewater effluent. PMC will be providing a proposal to the City Administrator and City Engineer for CEQA and NEPA environmental review service prior to the October City Council meeting.
- PMC is continuing to work on the completion of an Initial Study for the Phase I work associated with the modifications to the City's wastewater treatment plant in advance of the major effort addressing land discharge. The Phase I environmental work is being undertaken for the modification of the City's existing head-works infrastructure located at the City's Corporation Yard. Phase I improvements consist primarily of process enhancement infrastructure (bar screen) and on-site process enhancements (aeration equipment). PMC anticipates the delivery of a draft of that work to the City Engineer next week.
- PMC is working with the City Engineer to begin work on the Phase II permitting and mitigation credit purchase work for the Sixth Street Bridge Replacement project. The Phase II work Scope will consist of the acquisition of mitigation credits for the disturbance of Giant Garter Snake habitat (.52 acres) and Section 404 and 401 permits. A separate report from the City Engineer on this project will be presented to the City Council for review at the October City Council meeting for this effort.

5. *Code Enforcement: General*

During the reporting period of this Council communication, PMC has moved our primary focus away from the annual weed abatement effort to addressing issues related to the exterior cultivation of marijuana and to illegally parked and nuisance vehicles. The City's Code Enforcement officer, along with assistance from the City Planner, issued six (17) code violations notices for during the reporting period as follows:

- Seven (7) notices of violation for nuisance vehicles;
- Five (5) notices of violation for general nuisance violations (property maintenance);
- One (1) notice of violation for an illegal accessory structure; and,
- Five (5) information letters dealing with the potential outdoor cultivation of marijuana.

Private Property Nuisances Abatement Hearings:

At this time, all three of the properties that were subject to Code Enforcement Nuisance abatement hearings have been concluded with full abatement occurring on all three properties. Code Enforcement liens have been placed on all three of the subject properties in an attempt to re-coup City costs associated with the abatement violations.

City of Biggs Public Works staff assisted the Code Enforcement Officer by undertaking City initiated abatement of the debris and vegetation at the 482 B Street address. The full cost of abatement has been applied to the code enforcement violation assessment and a lien has been placed on the property for the amount.

Illegal Parking of Vehicles in the Public Right-of-Way:

PMC has been working with the GBPD to have illegally parked vehicles removed from the public right-of-way. To date, the GBPD has caused to be towed 5 vehicles that were illegally parked on the public right-of-way in violation of the State of California Vehicle Code. Additional abatement action may be forthcoming to address illegally parked trailers and recreational vehicles in the coming weeks. City staff thanks the GBPD for their efforts to assist the City Code enforcement effort in this regard.

Exterior Cultivation of Marijuana:

PMC is currently working with the GBPD to address four suspected occurrences of the exterior cultivation of marijuana. In all four instances, information has been provided to the City of Biggs suggesting the presence of marijuana however City staff has not been able to observe the activity from a public street or neighboring property. As such, the locations of these activities has been provided to the GBPD and law enforcement action is pending following an investigation of the inquiry by the Police Department.

City code enforcement staff made contact with and directly verified that there was no cultivation of marijuana occurring at a suspected residence in an exterior greenhouse on C Street. The City's Code Enforcement officer personally inspected the greenhouse and no illegal cultivation was occurring at the site.

Misc. Planning Communications:

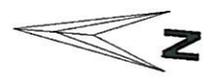
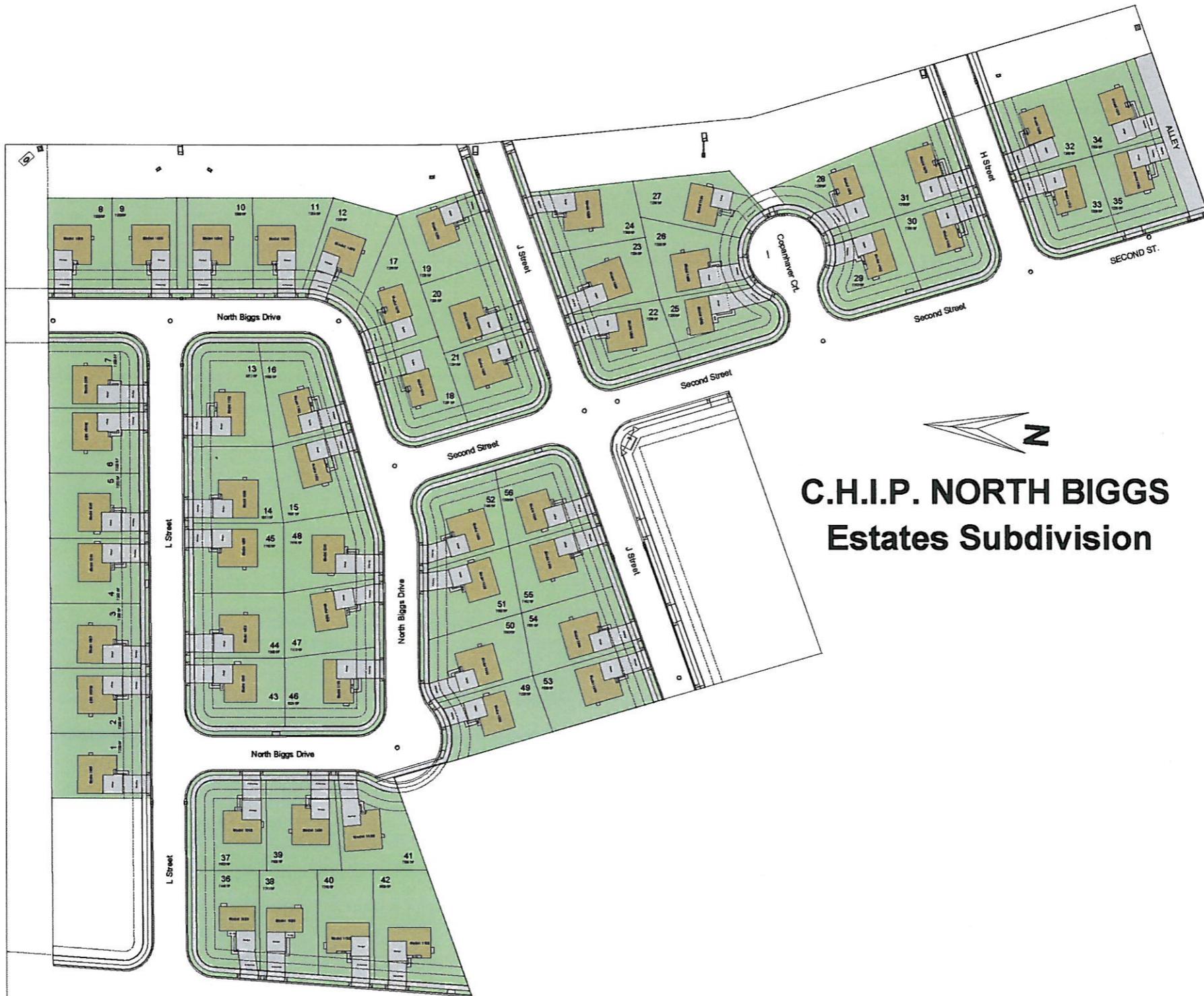
1. *Demolition Services RFP for 3069 Eighth Street:* Planning staff is currently circulating a request for information from prospective demolition service providers for the abandoned residence on 8th Street. At this time, the City has not received any bid estimates for the work nor has the City officially assumed ownership of the residence. Staff will provide information to the City Council about this matter as cost estimates are received.

Misc. Informational Updates:

- The City of Gridley has hired a contract City Planner to replace the vacated position at the City. City of Biggs staff has not been in contact with the newly hired contract Planner at this time.
- The Butte County Development Services Department recently issued a Request for Proposals for the preparation of a Climate Action Plan (CAP) for the unincorporated areas of Butte County. City staff will continue to provide input to the City Council on this item as it progresses.

Staff Report Attachments (2):

- North Biggs Estates Subdivision: Planned Model Home Location Diagram
- North Biggs Estates Subdivision: Conceptual Model Home Design Plans



**C.H.I.P. NORTH BIGGS
Estates Subdivision**



Front Elevation

Model 1078 North Biggs Estates



Front Elevation

Model 1078 North Biggs Estates



Front Elevation

Model 1080 North Biggs Estates



Front Elevation

Model 1080 North Biggs Estates



Front Elevation

Model 1192 North Biggs Estates



Front Elevation

Model 1192 North Biggs Estates



Front Elevation
Model 1309 North Biggs Estates



Front Elevation
Model 1309 North Biggs Estates



Front Elevation
Model 1499 North Biggs Estates



Front Elevation
Model 1499 North Biggs Estates