



- CITY OF BIGGS -  
**PLANNING DEPARTMENT ACTIVITY REPORT**  
**October/November 2012**

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DATE: November 13, 2012  
TO: Honorable Mayor and Members of the City Council  
FROM: Scott Friend, AICP - City Planner  
SUBJECT: Planning Department Monthly Activity Report – October/November 2012

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#### **DEPARTMENT ACTIVITY SUMMARY**

##### Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- October 25, 2012 – BCAG Quarterly Planning Director's Meeting
- Weekly Code Enforcement meetings - Thursday afternoons & as-necessary
- Miscellaneous Communications – On-going / Daily

##### Major Projects Activity and Update Report:

1. *Wastewater Treatment Plant Land Application Project:*  
PMC has provided a proposal to the City Engineer to prepare an Environmental Impact Report in support of the modification to the existing Wastewater Treatment Plant towards a land-application discharge scenario. The City Engineer has suggested that this item is being forwarded to the City Council at the November meeting.
2. *Wastewater Treatment Plant – Phase I project approval:*  
PMC has also completed an Addendum to the Initial Study / Mitigated Negative Declaration (IS/MND) prepared in 2010 for the Phase I improvements consisting of a new head-works / bar screen and lift station at the existing corporation yard site. PMC anticipated that this will be moving forward to the City Council for formal consideration in December or January.
3. *Sixth Street Bridge Replacement Project:*  
PMC is currently working with the City Administrator to finalize a contract amendment for Phase III work on the Sixth Street Bridge project. PMC's phase III work consists of pre-construction permitting, biological resources monitoring and the potential acquisition of required mitigation land credits.
4. *North Biggs Estates:*  
Staff has provided limited assistance to the project sponsor to address issues that have arisen in the applicants' pursuit of State and Federal Grant Funding for the project. Specifically, the City Planner was contacted by the projects HCD representative, Mr.

Albert Rollin regarding an issue related to the conversation of designated farmland. The City Planner has provided copies of the City's adopted General Plan land use map, copies of the Resolutions and Ordinances approving actions to rezone the project site; annex the property to the City; and, approve the final map for the project. Staff has additionally provided input to the HCD project reviewer on CEQA compliance questions for the project. Staff currently understands that CHIP has begun taking applications for home construction in the project and currently anticipates a Spring 2013 construction start on the project pending funding approval.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

Applications: None

2. *Public Contact / Information:*

- Five (5) public or applicant inquiries were received:
  - 1) *Fences:* One property owner has contacted the Planning Department to request information about the potential construction of a new front-yard decorative fence for a property on B Street.
  - 2) *Sunwest Milling:* The City Planner issued the final project approval letter to the applicant at the beginning of October and the Butte County Building Services Division has approved the final certificate of occupancy for the project. Minor final "punchlist" items were still being completed at the site however occupancy of the new facility has begun.

It is understood that new / additional landscaping actions may occur along the street frontage on Bannock Street in the coming months. The manager of the mill has indicated that he is not satisfied with the current landscaping approach and planting palette and thus may remove and replace the trees along portions of the street frontage to address aesthetic and maintenance concerns. Staff has provided the Mill with information on the City's approved tree list.

3. *Butte County Building Permit Issuance:*

- Three (3) building permits were issued by the Butte County Building Department in the City of Biggs in the month of October in addition to the final Building Occupancy Permit (CofO) for the Sunwest Mill Warehouse Expansion Project. The three permits were are follows:
  - One (1) re-roofing (on-line owner/builder permit)
  - Two (2) stucco repair / replacement permits (owner/builder permits)

4. *Environmental Review Efforts:*

- Information on active environmental review and compliance projects provided in the *Major Project Activity and Update Report* section of this report above.

5. *Code Enforcement: General*

Primary code enforcement activity during the reporting period has been focused on the abatement of abandoned and non-compliant vehicles. The City's Code Enforcement officer, along with assistance from the City Planner, issued eighteen (18) code violation notices during the reporting period of which four (4) of those notices were second notice letters. A summary description of these actions is as follows:

- Fourteen (14) notices of violation for nuisance vehicles or repair work not meeting the City's Code requirements;

- Three (3) notices of violation for general nuisance violations (property maintenance, parking on lawns, trash can locations, vegetation pile);
- Two (2) notices of violation for trash receptacles or over-flowing trash issues,

6. *Exterior Cultivation of Marijuana:*

City Code Enforcement staff is currently in the process of preparing a year-end summary report summarizing the nuisance abatement activities undertaken by the Department during the 2012 exterior cultivation season. It is anticipated that the City Planner and Code Enforcement Officer will present that report to the City Council in December.

Misc. Planning Communications:

1. *Acquisition of property at 3069 Eighth Street:* Planning staff understands that the City Administrator has been contacted by property agents with the State of California to address issues related to the transfer of the subject property. At this time, the Planning Department is unaware of the status of the discussions and as of the date of the preparation of this report, no transfer of property has occurred.
2. *Fence Permit Process and Requirement Discussion:* Ms. Melodee Thomas, property owner of 457 B Street, has filed a request to address the Council on an issue related to the City's implementation of a fence permit requirement. A separate staff report was prepared on this item for the November City Council meeting.

Misc. Informational Updates:

- The Butte County Association of Governments (BCAG) will be providing the City Council with an informational update on the status of the Butte Regional HCP?NCCP planning process at the November City Council meeting.
- On Tuesday, November 6<sup>th</sup>, the County of Butte adopted final amendments to the Butte County General Plan, modifications to the County's Zoning Map and a new Zoning Ordinance in conformance with the County's recently adopted General Plan. The new zoning code greatly reduces the overall number of County Zoning Districts; eliminates the "U" Unclassified zone; and, introduces a new zoning administrator concept to the County. The actions were adopted unanimously by the Board following the certification of a Supplemental EIR in support of the actions. With the exception of a project to prepare a Climate Action Plan in the County, this is thought by the County to generally conclude the major efforts associated directly with the General Plan Update project.
- Planning Staff is currently in discussion with the Planning Directors of the other Cities in Butte County and the Butte County Health Department in regard to the identification of code amendments necessary to successfully implement the provisions of AB1616 (see summary below).

1) **AB 1616 (Gatto) Food Safety: Cottage Food Operations.** This bill requires local jurisdictions to either classify cottage food operations as a permitted use of residential property for zoning purposes or grant a nondiscretionary permit to use a residence as a cottage food operation. These food businesses will be deemed residential for the purposes of the State Uniform Building Standards Code and local building and fire codes.

Staff Report Attachments:

- None