



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
January/February 2013

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DATE: February 12, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report –January/February 2013

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Jan. 14th and Feb. 4th – Butte County Agricultural Mitigation Ordinance Meetings – Stakeholder Meeting and City-County 1-on-1 meeting
- Weekly Code Enforcement meetings - Thursday afternoons & as-necessary
- Miscellaneous Communications – On-going / Daily

Major Project Activity and Update Report:

1. Wastewater Treatment Plant Land Application Project:

PMC was provided with a revised project layout graphic and additional technical support information by the City Engineer during the last week of January. Based upon that information, PMC has prepared a draft Project Description in support of the issuance of a Notice of Preparation anticipated to be released no later than the last week of February. Drafts of both the Project Description and the Notice of Preparation will be submitted to the City Administrator and the City Engineer during the week of February 11-15. Based upon this schedule, a project Scoping Meeting may occur in mid-to-late March. Additional information will be provided to the City Council as dates are known.

2. Wastewater Treatment Plant – Phase I project approval:

PMC submitted a revised draft of the CEQA Addendum document to the City Engineer at the beginning of January. The City Engineer has subsequently submitted the document to the USDA-RD concurrently with the City's grant funding request and the document was accepted as adequate by the Department. At this time, it is believed that no further action is necessary on this effort.

3. General Plan and Housing Element Annual Report:

PMC is currently preparing the City's General Plan and Housing Element annual report as required by Section 65400(a)(2) of the California Government Code. Staff will be bringing this item forth to the City Council at their meeting in March for consideration and direction to submit to the State of California as required.

4. *Sixth Street Bridge Replacement Project:*

PMC Biological Services staff is working with the City's Project Manager at BenEn (Leo Rubio) to finalize the City's applications for project biological permits. PMC has completed the edits from BenEn and is coordinating the acquisition of submittal checks with the City Clerk. It is PMC's intent that these applications get submitted to the permitting agencies by the last week in February.

5. *Zoning Ordinance Text Amendments:*

PMC is finalizing the preparation of five (5) zoning ordinance text amendments for presentation to the City Council in March. The four text amendments are as follows:

- Occupancy of Recreational Vehicles (follow-up to Swanson CUP request);
- Sales of locally grown produce
- Fence Permit Clarification language
- Transitional and Supportive Housing and Shelters (from Housing Element)
- California Cottage Food Law – AB1616 related code updates

PMC will be presenting draft Ordinances to the City Council for each of the above noted items prior to the next meeting.

6. *Program Income Reports and Program Income Re-use Plan:*

In March of 2012, PMC submitted amended and re-stated Program Income Reports (PI) to the State of California Housing and Community Development Department (HCD) as a result of a notice to the City by the Department that previous reports prepared by a previous consultant to the City were deficient and erroneous. Since the date of their submittal, PMC and the City Administrator have been awaiting action by the Department on the documents. A response from the State was provided in January of 2013 seeking a number of additional minor edits to the reports. PMC has since made the requested edits and resubmitted the reports. Final approval of the reports is expected by the end of the month.

However, it is noted that in the intervening time period, a new report has now become due. PMC has noted this to the City Administrator and has submitted a request for additional funds to complete this work as required by the State. Program Income reuse funds can be used for this activity thus eliminating the impact to the City's General Fund.

7. *General Plan EIR – Notice of Completion and Public Circulation:*

PMC is in the process of finalizing the draft EIR for the City of Biggs General Plan. The General Plan EIR was placed on hold in the summer of 2012 to allow for the completion of the Butte County MTP/SCS by the Butte County Association of Governments (BCAG). This was done so that the City could utilize the transportation modeling completed by BCAG as part of their work effort and to ensure that the City's EIR and Circulation Plan were consistent with the regional transportation plan. Now that the BCAG effort has been completed, PMC and Fehr and Peers are finalizing the City's traffic study and will be presenting suggested edits to the City's draft Circulation Element to the City Council in the coming 4-5 weeks. Following this effort, the City will be in a position to release the General Plan EIR for public review as required and can then begin to move forward with the adoption process for the Plan document.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

Applications: 0

2. *Public Contact / Information:*

- Two (2) non Code Enforcement related public or applicant inquiries were received in January. Both inquiries were related to the potential start a Home Occupation business in an existing residential dwelling unit.

3. *Butte County Building Permit Issuance:*

- One (1) building permit was issued by the Butte County Building Department in the City of Biggs in the month of December. The permit was for electrical work at an existing single family residence.

4. *Code Enforcement: General*

Primary code enforcement activity during the reporting period has been focused on the preparation of new information hand-outs, code violation warning notices and the annual Code Enforcement summary report.

The Code Enforcement officer, along with assistance from the City Planner, issued five (5) code violation notices during the reporting period. None of the notices were second notice letters. Following the January City Council meeting, staff began utilizing a streamlined code violation noticing process based around the use of a "door hanger" notice that is provided to those determined to be in violation of the City Municipal Code. The door hanger notice is an advisory flier designed to provide the resident/home owner with the information necessary to allow for voluntarily abate prior to the initiation of a formal code violation case. Staff issued fourteen (14) such notices and abatement was achieved in all but 4 (four) of the cases. In those cases, formal code violation notices were prepared and a case was opened.

Staff is using this new "streamlined" approach to code enforcement as it has been the observation of the Code Enforcement officer that approximately 70-75% of those persons receiving a violation notice abate the condition upon receipt of the first notice. Using the door hanger notices, staff is able to eliminate the time necessary to start a formal code proceeding and thus allowing staff to respond to violations faster than was previously possible. Staff estimates that this new notice process should allow for almost double the number of public contacts to be made in the same amount of hours each week.

Continual updates will be provided to the Council as to the effectiveness of this effort moving forward into the Spring period.

Misc. Planning Communications/Updates:

- None

Staff Report Attachments:

- None