



- CITY OF BIGGS -  
**PLANNING DEPARTMENT ACTIVITY REPORT**  
**February/March 2013**

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DATE: March 08, 2013  
TO: Honorable Mayor and Members of the City Council  
FROM: Scott Friend, AICP - City Planner  
SUBJECT: Planning Department Monthly Activity Report – February/March 2013

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#### **DEPARTMENT ACTIVITY SUMMARY**

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

- Weekly Code Enforcement meetings - Thursday afternoons & as-necessary

##### Major Project Activity and Update Report:

1. *Wastewater Treatment Plant Land Application Project:*  
PMC continues to attempt to schedule the required Section 106 – Cultural and Historic Resources early-consultation meeting with the State Department of Water Resources and the USDA-RD project representatives. The early consultation effort is a required element of the NEPA environmental review process. To date, the meeting has been re-scheduled twice by the outside agencies. The re-scheduled meeting is currently scheduled for Thursday, March 14<sup>th</sup>.
2. *Wastewater Treatment Plant – Phase I project approval:*  
PMC's work on the project is believed to be complete at this time. The project is now fully in the work program of the City Engineer.
3. *General Plan and Housing Element Annual Report:*  
Please refer to separate staff report for additional information in this item.
4. *Sixth Street Bridge Replacement Project:*  
Permit applications have been completed and submitted to all permitting agencies at this time. In all three cases (USFWS; CDFW; and, ACOE) for which applications have been submitted for project-related permits, the reviewing agency has 60-90 days to complete the review process. Applications were filed in all cases at the end of February. To date, no review comments or permits have been issued. Permit information will be provided as information becomes available. Mitigation bank credits cannot be purchased until all permits have been issued and permit conditions are known.

5. *Zoning Ordinance Text Amendments:*

PMC has been working on the preparation of five zoning ordinance text amendments for presentation to the City Council in March. However, staff is not prepared to formally present all five text amendments at this time. Staff is forwarding three of the five draft code amendments for initial review at this month's City Council meeting and will be submitting two additional draft amendments for next month's City Council meeting. The details of these actions are as follows:

- Occupancy of Recreational Vehicles: (see separate staff report on this topic included with this month's Council package);
- Sales of locally grown produce: (see separate staff report on this topic included with this month's Council package)
- Fence Permit Clarification language: (see separate staff report on this topic included with this month's Council package)
- Transitional and Supportive Housing and Shelters: (To be formally presented at the April Council meeting);
- California Cottage Food Law – AB1616 related code updates: (To be formally presented at the April Council meeting)

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

PMC is continuing to pursue formal written verification from the State of California Housing and Community Development Department (HCD) for the approval of the City's Program Income Reports submitted last April. PMC will provide additional information to the Council on this as information becomes available. In the intervening time period, one additional report has become due. PMC is working with the City Administrator to secure authorization to proceed with the preparation of that report.

Following the receipt of the necessary approvals from HCD, the City will need to pursue the adoption of a new Program Income Reuse Plan for the future expenditure of CDBG program income funds (note: the City is using CDBG program income funds to purchase the former Burke-Trent property).

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

PMC is continuing to work with the project traffic consultant to finalize the project Traffic Study thus allowing for the completion of the Notice of Completion and related of the Scoping documents for public review. As of the date of the preparation of this report, the anticipated date of delivery for the needed information was the end of March.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

Applications: 1 – Fence Permit (Dye)

2. *Public Contact / Information:*

- Two public contacts were made by City Hall staff on planning related matters during the reporting period. The subject matters were fences and setbacks.

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 a new hot water heater installation at an existing single family residence.

4. *Code Enforcement: General*

Primary code enforcement activity during the reporting period has been focused on pre-Spring nuisance matters (debris/weeds/vehicles).

The Code Enforcement officer, along with assistance from the City Planner, issued twelve (12) code violation information notices during the reporting period. None of the notices were second notice letters. Abatement has been achieved on eight (8) of those cases with the remaining four (4) either currently in process towards abatement or for which verbal communication about a time extension has been requested.

City Planning staff have been working with the GBPD on two pending legal matters dealing with the recovery of a potential stolen vehicle and the indoor cultivation of marijuana.

5. *Regional Planning Activities:*

Planning staff continues to be actively engaged in the following on-going regional planning activities on behalf of the City of Biggs:

- Butte County Agriculture Mitigation Ordinance;
- Butte Regional Habitat Conservation Plan (HCP/NCCP);
- Butte County Air Quality Management District Greenhouse Gas Emissions handbook preparation and update.

Misc. Planning Communications/Updates:

- *None*

Staff Report Attachments:

- *None*