



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
June/July 2013

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DATE: July 9, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – June/July 2013

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Weekly Code Enforcement meetings - Thursday afternoons & as-necessary
- Public Health Site Visit – 3149 Third Street
- Development Site Plan Review – new single-family dwelling unit (Frith)

Major Project Activity and Update Report:

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance:*
The project team has now completed all of the draft technical review sections of the EIR with the exception of the Biological Resources chapter. PMC is waiting until after a planned meeting with the U.S. Fish and Wildlife Service (USFWS) on July 10th to complete this section. Following the completion of the draft document, PMC will submit to the City Administrator for internal review. It is anticipated that this will occur in late July or early August depending on the results of the meeting on the 10th.

2. *Zoning Ordinance Text Amendments:*
PMC is continuing to work on the preparation of four zoning ordinance text amendments for presentation to the City Council. Two of the draft amendments, Fences and Conditional Use Permits for Recreational Vehicles, will again be presented to the City Council meeting at their July meeting (please refer to separate staff reports in this month's meeting packet for additional detail).

It is staff's intent to continue to follow-up at subsequent Council meetings with code amendment information addressing transitional and supportive housing and shelters and cottage foods in support of the City's pending need to update their Housing Element.

3. *Program Income Reports and Program Income Re-use Plan:*
HCD has tentatively approved the draft Program Income Re-use Plan submitted to the State by PMC on behalf of the City. As such, PMC will advertise for a public hearing to be conducted at the August meeting of the City Council for this matter at which time staff

will be asking the Council to approve the Re-use Plan and Re-use Guidelines for the City's program income program. This is a requirement of the Housing and Community Development Department for City's with unused Program Income funds.

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

PMC is finalizing technical matters with the project Traffic Consultant on the Draft EIR for the General Plan Update effort. PMC was anticipating that the draft EIR would be available in mid-July however a combination of holiday and vacation related absences is making a late-July timeframe appear to be more likely. Following the review of the ADEIR, staff will formally circulate the DEIR for the required 45-day review period. Copies of the ADEIR will be made available to the Council upon their completion.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

Applications: 1 – Pre-Application and Site Plan Review (Frith): A request to re-construct a single family dwelling destroyed by fire on H Street. Staff meet with the applicants to review and approve the project site plan. It is understood that project building plans have been submitted to the County Building Division at this time. This project does not require action by the City Council.

2. *Applications / Planning Services Activities:*

Applications: 1 – Tentative Parcel Map 2013-01 (R. Casey): A request to re-divide three parcels located between Tenth and Eleventh Streets and north of B Street into two parcels. Both of the proposed parcels have existing residential dwellings on the proposed parcels. The project has been routed for technical review and no comments were received. A public hearing is schedule on this matter fro the July Council meeting (see separate staff report). This project does require action by the City Council.

3. *Public Contact / Information Requests:*

- **Illegal Fence / Code Enforcement Action:** T. Loftin. PMC is working with the City Administrator to establish an abatement agreement for the phased removal of the fence while providing the property owner an opportunity to make alternative plans for the securing of the yard space.
- **Information:** The Community Housing Improvement Project (CHIP) has indicated to staff that it is their current intent to submit building plans for the first grouping of homes in the North Biggs Estates project in September. Staff understands that CHIP has qualified six future homeowners to date.

4. *Butte County Building Permit Issuance:*

- Three (3) building permit were identified as being issued in the City during the reporting period. The permits were for the upgrade of an existing electrical service panel and HVAC work related to air conditions systems.

5. *Code Enforcement: General*

During the week of June 24-28, staff became aware of a potential public health issue at 3149 Third Street. Staff has been working with the Butte County Department of Public Health, the Gridley-Biggs Police Department, the City Administrator and the City Attorney on this issue. A separate staff report has been prepared for this matter.

Additionally, staff has sent three (3) new Notices of Violation for vegetation related violations occurring in the alley between B and C Streets and two (2) Notices of

Violation for occupancy of structures without utility service. Staff is working with the City Attorney on the non-utility violations.

6. *Regional Planning Activities:*

No notable activities have occurred during the reporting period on any of these projects.

Misc. Planning Communications/Updates:

PMC is working with the City Administrator to explore what options or information is available to the City Council and City residents relative to the influx of Night Herons which have taken up un-welcomed residency in the City. Staff has been in contact with representatives from the California Department of Fish and Wildlife and is hoping that DFW staff will be available to address this issue with the Council during the Council meeting. As of the time of the preparation of this report, no definitive word was available as to DFW staff availability for the meeting.

Activity Report Attachments:

- None