



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
August/September 2013

465 C Street /
P.O. Box 1134
Biggs, CA 95917

PHONE: (530) 868-5493
FAX: (530) 868-5239

DATE: September 10, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – August/September 2013

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement – weekly as necessary due to activity
- County Planning Directors Meeting – August 29th

Major Project Activity and Update Report:

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance:*

PMC Biological Services staff received the requested information concerning the potential impacts to the Belding Lateral from the project to widen the lateral to enhance water deliveries to the Gray Lodge WLA from the consultant preparing the Federal EIS. That information has now been incorporated into the City's Draft EIR and has resulted in a reduction in the potential impacts from the City's project (potentially reducing mitigation costs and mitigation work). It is anticipated that the Administrative Draft of the DEIR will be delivered to the City Administrator and City Staff for review by Friday, September 13th.

2. *Zoning Ordinance Text Amendments:*

PMC is continuing to work on the preparation of three zoning ordinance text amendments for presentation to the City Council. The draft amendment concerning the *Temporary Occupancy of Recreational Vehicles*, will either again be presented to the City Council for a first ordinance reading at this meeting. Please refer to the separate staff report in this month's meeting packet for additional details.

It is staff's intent to continue to follow-up at subsequent Council meetings with code amendments addressing transitional and supportive housing and shelters (required by State law – SB2) and cottage foods (AB1616) in support of the City's pending need to update its Housing Element.

3. *CDBG Program Income Re-use Plan:*

Planning staff will be submitting the approved Program Income Re-use Plan and approved Housing Rehabilitation Guidelines to the State for final certification and approval upon approval of the August City Council meeting minutes by the City Council. Final approval by the HCD s expected to occur within 30-days of the re-submittal of the approved guidelines.

4. *General Plan Administrative Draft EIR:*

PMC is finalizing the administrative draft EIR (ADEIR) for the City's General Plan Update project and anticipates releasing the document for internal review during the week of September 16-20. Based upon a discussion with staff of the Butte LAFCo concerning the potential for the annexation of the properties being evaluated as part of the City's wastewater land application project, additional information is being added to the DEIR to ensure that LAFCo can utilize the City's environmental document in support of any such future request to LAFCo. Following the review of the ADEIR by staff, PMC will formally circulate the document for the required 45-day public review period. Copies of the DEIR will be made available to the Council upon its public release.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

- One (1): Fence permit – 540 F Street

2. *Public Contact / Information Requests:*

- Code Enforcement Activities (16+ public contacts)
- Follow-up with County Building Department re: report of Illegal building activity. The City Planner is now coordinating a field visit with the Building Inspector for the week of September 9-13.
- Staff is still working to schedule a meeting with the Butte County Building Department re: North Biggs Estates project submittals and plan review approvals.
- Butte County Abandoned Vehicle Abatement Authority – City staff prepared and submittal the 1st Quarter AVA report to the authority. Reports are required of the City if the City desires to maintain its position in the AVA and receive revenue payments for AVA activities from the program.

3. *Butte County Building Permit Issuance:*

- No information has been received from the County regarding the issuance of building permits in the City at the time of the preparation of this report.

4. *Code Enforcement: General*

Please refer to separate staff report in this month's meeting packet for additional details.

Misc. Planning Communications/Updates:

- Both Code Enforcement and Planning Staff have spent additional time addressing and finalizing the actions resulting from the Code Enforcement Nuisance Hearings in August. Staff is working on the filing of property liens and the establishment of fine payment plans with the affected parties.
- The City Planner has spent unanticipated time addressing issues associated with the enforcement of the City's red-tag's on structures not having active utility services. Staff has been in contact with the GBPD, both property owners, the City Administrator and City Attorney, and the City Code Enforcement officer in this

regard. At this time, it is believed that all parties understand what is and is not allowed to occur at properties having been red-tag as not suitable for habitation.

Activity Report Attachments:

- *Code Enforcement Activity Report*



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PHONE: (530) 868-5493
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DATE: September 10, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer
SUBJECT: Code Enforcement Monthly Activity Report – August/September 2013

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Code Enforcement Activity:

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

Department Activity Summary:

During the week of August 12th, City Code Enforcement became aware of a Code Enforcement issue at 490 C Street. The outdoor cultivation of Marijuana was found to be occurring in the back yard of the property. A 48hr Notice to Abate was served the afternoon of the day the violation became known to the City. On August 13th, the property owner advised the City that the Marijuana had been removed. Staff inspected the site and verified that in fact, it had been abated.

On August 9, the City held Nuisance Abatement hearings for 4 properties in violation of the City's Nuisance Code. Two properties were found to be in violation of the BMC for having occupied structures without city utilities and the other two were found in violation of the City Code for the outdoor cultivation of Marijuana. All four properties were found to be in violation by the Hearing Officer and were assessed fines. Following the Nuisance Hearings, staff red-tagged both structures lacking active utility service as un-inhabitable and has since verified that both of the tenants occupying the structures have left the properties. In one instance, the owner has since returned to the property on multiple occasions and staff is working with the owner, the GBPD and the City Attorney in regard to what can and cannot occur on the property at this time. Staff has also verified that of the two cases involving the exterior cultivation of marijuana, the marijuana has been removed completely from one site and a legal conforming structure has been constructed around the grow in the other.

On August 20, Code Enforcement issued a Declaration of Nuisance at 2981 Tenth Street. The occupied structure was without city approved sewer and water services due to non-payment by the tenant. The homeowner came in the following week and paid the remaining balance and services were restored.

In addition to those items noted above, Code Enforcement staff has maintained regular office hours on Tuesday's and Thursday's; is undertaking regular field observations each week; and, has continued to address on-going issues associated with yard waste piles, toys and pools in yards and weeds.

In the month of August, the following code violations were addressed on various properties and notices were sent out to each property accordingly.

Trash	15
Landscape/Vegetation	5
Furniture	4
Vehicles	2
Marijuana Cultivation	1
No Utilities	1
Misc. (Pools, Parking limitations)	5

At this time, there are no scheduled Nuisance Abatement hearings and no second violation notices are pending further action.