- CITY OF BIGGS -

PLANNING DEPARTMENT ACTIVITY REPORT

September/October 2013

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

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

DATE: October 8, 2013

TO: Honorable Mayor and Members of the City Council

FROM: Scott Friend, AICP - City Planner

SUBJECT: Planning Department Monthly Activity Report – September/October 2013

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement – weekly as necessary due to activity
- Code Enforcement/Building Code Property Inspection – Sept. 18th
- Housing Element Update Project Kick-off Meeting – Thursday, October 3rd

Major Project Activity and Update Report:

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance*:
   PMC delivered the Administrative Draft EIR to the City Administrator on Thursday, September 26th. At this time, the document has been distributed for staff review and comment with comments due to PMC by Friday, October 11th. Following the receipt of comments, PMC will make the necessary edits and prepare the document for the required 45-day public review and comment period. At this time, the target release date for the Draft EIR is Friday, October 18th.

2. *General Plan Update Environmental Compliance*:
   PMC delivered the Administrative Draft EIR to the City Administrator on Friday, November 20th. At this time, the document has been distributed for staff review and comment with comments due to PMC by Friday, October 4th. Following the receipt of comments, PMC will make the necessary edits and prepare the document for the required 45-day public review and comment period. At this time, the target release date for the General Plan Draft EIR is Friday, October 11th.

3. *Zoning Ordinance Text Amendment Activity*:
   Temporary Occupancy of Recreational Vehicles – Pending approval by the City Council on October 8, 2013.
   Housing Element Implementation Code Amendments – Amendments to the Biggs Municipal Code to incorporate State law requirements for emergency shelters, farmworker housing and reasonable accommodations. To be forwarded to the City Council at the November City Council meeting.

Cottage Food Operations – An amendment to the Biggs Municipal Code to permit State permitted cottage food operations in all residential zone districts. To be forwarded to the City Council at the November City Council meeting.

4. *CDBG Program Income Re-use Plan*:
   The City-approved Program Income Re-use Plan and Housing Rehabilitation Guidelines have been submitted to the State for final certification and approval. State approval is pending.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*
   - One (1): Conditional Use Permit (Swanson) – 2984 Seventh Street. An application for a Conditional Use Permit (CUP) for the temporary occupancy of recreational vehicles on a non-residential parcel of land.
   - At the request of the Community Housing Improvement Program (CHIP), Planning staff is working with the City Engineer and City Administrator on a determination of impact fees for the 1st phase construction scheduled to begin in the *North Biggs Estates* project in November. At this time, CHIP has submitted building plans to the Butte County Building Department for the project and will be seeking permits to construct 5-6 dwellings as part of the first construction start. Planning staff met with the Supervising Building Inspector from the Butte County Building Department to coordinate issues related to permits and inspections on the site on September 18th.
   - Planning staff has been working in coordination with the Gridley-Biggs Police Department to monitor the two (2) Red-Tagged residences in the City to ensure that no occupancy is occurring at either site. At the time of the preparation of this report, neither residence has had utility service turned-on.
   - On September 18th, the City Planner, Code Enforcement Officer and Senior Butte County Building Inspector conducted a code enforcement and building inspection at 343 C Street (Rodriguez) for the purposes of determining if violations of the Biggs Municipal Code or California Building Code were present in relation to the multiple Accessory Structures located in the rear-yard of the location. Following a detailed inspection of the property, it was determined that all of the Accessory Structures met the requirements of the City Code for setbacks, height and lot coverage. Additionally, all of the structures were less than or equal to 120sq.ft. in size and thus did not need building permits for their construction. Three violations were noted at the site with one (1) involving a violation of the City's fence height standards and two (2) involving the installation of power service to two (2) of the structures. An additional potential violation of the Building Code was noted for the modification of plumbing. The property owner is now seeking the appropriate approvals for the violations noted above.

2. *Public Contact / Information Requests:*
   - Code Enforcement Activities (please refer to the Code Enforcement activity report)
   - Mr. Reymundo Solario – Regarding the establishment of a payment program for Code Enforcement fines.
   - Mr. Leo Ferko – Regarding the occupancy of a red-tagged dwelling located at 490 G Street.
   - Mr. Gary Honan – Regarding the potential for the construction of a new metal storage building in the rear-yard area of property located at the SEC of B Street and Seventh Street.

- Realtor – Regarding the process and details associated with the connection of an existing dwelling to the City sewer system.

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. Staff is attempting to have building permit information available at the time of the October 8th Council meeting.

4. *Code Enforcement: General*
   Please refer to separate staff report in this month's meeting packet for additional details.

Misc. Planning Communications/Updates:

Planning staff is working and corresponding with the Butte County Planning Department on their pursuit of an Agricultural Mitigation Ordinance. Communication with the County on this topic has resulted in information suggesting that the County is actively re-starting this effort and County Planning staff is seeking to take a *final* version of the Ordinance to their stakeholders group on Monday, October 7th. At this time, the Ordinance being offered for consideration involves the mitigation of to-be-converted agricultural lands at a 2:1 ratio and would be applied to projects seeking or needing a General Plan amendment from the County as part of the entitlement process. City staff has offered a version of the Ordinance to the County that seeks to exempt areas within the Area of Concern from the application of the Ordinance in when any such area is concurrently seeking annexation into the Cities of Biggs or Gridley.

Activity Report Attachments:

- *Code Enforcement Activity Report*

- CITY OF BIGGS -
CODE ENFORCEMENT ACTIVITY REPORT
September/October 2013

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

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

DATE: October 8, 2013

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Fillmore-Deniz - Code Enforcement Officer

SUBJECT: Code Enforcement Monthly Activity Report – September/October 2013

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Code Enforcement Activity:
- Weekly - Tuesday and Thursday
- Code Enforcement/Building Code Property Inspection – Sept. 18th (C Street)

Department Activity Summary:

- On September 10, Code Enforcement issued three (3) Declarations of Nuisance to 3081 Eight Street, 405 Aleut Street and 397 Trent Street. The occupied structures' were without city approved electric, sewer and water services due to non-payment of utility bills. Two properties have had services restored, and 405 Aleut street is not being occupied until the bill is paid in full.

- On September 18, an inspection took place at 343 C Street regarding possible Building Code violations located in the rear-yard. All of the structures currently in presence at the site meet the requirements for setbacks (no rear-yard setback required at site due to presence of alley), size (120 sq.ft. or less) and maximum height (20' or less) established in the Biggs Municipal Code. No violations of the City building or nuisance codes were observed relative to the purpose of the inspection.

In addition to the 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 code–enforcement related issues.

Through the month of September, the following violations were found on various properties and notices were sent out to each property accordingly.

Nature of Violation	
Trash	11
Landscape/Vegetation	5
Furniture	5
Vehicles	2

Marijuana Cultivation	0
No Utilities	3
Misc. (Swimming Pools, Parking limitations, Sidewalk obstructions)	4

At this time, there are no scheduled Nuisance Abatement hearings. Two (2) Second Notices are pending and one Declaration of Nuisance is pending. Hearings will be scheduled for each following either the abatement of the violation or the culmination of the notice and voluntary abatement timelines.