



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
December 2013 / January 2014

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

PHONE: (530) 868-5493
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DATE: January 14, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – December 2013 / January 2014

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement – Regular Office Hours on Tues. / Thurs.
- City Council Meeting: January 14th

Major Project Activity and Update Report:

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance:*
Council is being asked to certify the Final EIR for the wastewater enhancement project and a separate action and report has been prepared and submitted. Please refer to that for details.
2. *General Plan Update and Certification of the General Plan EIR:*
General Plan Review Study Session: PMC is working with the City Administrator to schedule a study session proposed to be held on the evening of Tuesday, January 28th to provide an opportunity for staff to re-introduce the General Plan policy document to the Council in advance of its regularly scheduled meeting in February. It is staff's intent for this meeting to provide the draft policy document to the Council and to provide venue for an open discussion of the document prior to the formal consideration of such by the Council in February.

General Plan EIR: The public comment period for the General Plan EIR closed in early December. At this time, the City has received two formal EIR comment letters. Staff is preparing the Final EIR at this time and will make that available upon its completion.
3. *Zoning Ordinance Text Amendment Activity:*
As discussed with the Council in December, staff has prepared a package of Zoning Ordinance text amendments for consideration by the Council to implement programs contained in the City's adopted Housing Element (2009-2014 Element). A Public Hearing has been placed on the agenda to consider this matter and a separate staff

report package has been prepared for this item. Please refer to that report for additional details on this request.

4. Accessory Structures:

Pursuant to the direction provided by the City Council to staff at its December meeting, staff has prepared a draft amendment to the City's zoning code re-structuring and adding provisions to address the construction or placement of accessory structures on residential lots. A Public Hearing placed on the agenda to consider this matter and a separate staff report package has been prepared for this item. Please refer to that report for additional details on this request.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

- Applications: None
- North Biggs Estates – status update: As of the time of the preparation of this report, staff understands that C.H.I.P. has pulled eighteen (18) building permits in the North Biggs Estates project constituting the anticipated phase I and phase II construction groupings. C.H.I.P. has completed payment of all required school fees for the permits that have been pulled and has indicated to City staff that payment of impact fees for the first 18 homes will be made either during the 2nd or 3rd week of January. Weather permitting, CHIP still plans on starting construction on the project as early as the end of January.

2. *Public Contact / Information Requests:*

- Numerous: Staff has received at least five (5) phone inquiries in regard to the listing of the property located at 484 G Street. All inquires have been in regard to the probable City fees for the development of the lot and have requested information in regard to City development requirements and the applicable plan review and approval process. It is noted to the Council that the subject lot was identified by the City as a vacant infill lot and is thus exempt from the payment of full impact fees for development. Staff has provided information on the lot indicating that the parcel is exempt from the parks and electric impact fees.

3. *Butte County Building Permit Issuance:*

- Please see the attached Building Permit Report from Butte County for details.

4. *Code Enforcement: General*

Please refer to separate staff report in this month's meeting packet for additional details on the activities of the Code Enforcement Officer.

Misc. Planning Communications/Updates:

- Butte County Air Quality Management District (BCAQMD): The BCAQMD has re-issued an updated Air Quality CEQA Handbook for review and input. PMC has again provided comments to the District on this matter and will continue to monitor activities of the District in this regard.

Activity Report Attachments:

- *Butte County Building Permit Activity Report (to be provided separately)*
- *Code Enforcement Activity Report*



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CODE ENFORCEMENT

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PHONE: (530) 868-5493
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DATE: January 14, 2014
TO: Honorable Mayor and Members of the City Council
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer
SUBJECT: Planning Department Monthly Activity Report – December 2013 / January 2014

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Code Enforcement Activity:

- Weekly Code Enforcement Coordination Meetings - Thursday afternoons & as-necessary

Department Activity Summary:

Utility Shut-off Activity: For the month of December, there were no letters sent out regarding “Occupying a structure without utilities”. All properties that were shut off for non-payment of utilities were paid and services were restored prior to the preparation of violation notices.

At this time, Code Enforcement is utilizing their personal vehicle for field observation work and not a City vehicle. Public Works is currently using the Code Enforcement vehicle due to Hayden’s vehicle being in the shop.

Throughout the month of December, the following violations were identified on various properties and notices were sent out to each property accordingly.

| | |
|------------------------------------|------------------------|
| Trash | 30 (Christmas trash) |
| Landscape/Vegetation | 1 (2896 Fourth Street) |
| Furniture/Appliances | 5 |
| Vehicles | 2 |
| Buildings and Structures | 1 (419 Aleut Street) |
| No Utilities | 0 |
| Misc. (Pools, Parking Limitations) | 2 |

Second notices have been sent to 419 Aleut Street and 2896 Fourth Street. At this time, staff anticipates that at least one of the two second notice may result in the need to schedule a Nuisance Abatement Hearing in the month of February. Staff will continue to work with the City Administrator and Mayor on the scheduling of a future hearing. However, at this time there are no scheduled Nuisance Abatements. A Declaration of Nuisance was sent to 480 Aleut Street and it is anticipated that a Hearing will be scheduled for this matter in the coming weeks.