



- CITY OF BIGGS -  
**PLANNING DEPARTMENT ACTIVITY REPORT**  
**June/July 2014**

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

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

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DATE: July 8, 2014  
TO: Honorable Mayor and Members of the City Council  
FROM: Scott Friend, AICP - City Planner  
SUBJECT: Planning Department Monthly Activity Report – June/July 2014

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**DEPARTMENT ACTIVITY SUMMARY**

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement – Regular office hours from 10:00am – 2:00pm on Tuesday's
- Code Enforcement Hearing: June 13<sup>th</sup> – 491 G Street
- City Council Meeting: July 8<sup>th</sup>

Major Project Activity and Update Report:

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance:*  
*Project Status Update:* PMC submitted the NEPA Environmental Assessment (EA) checklist and supporting documentation to the attention of Bennett Engineering and Mr. Michael Velez of the U.S. Department of Agriculture on Monday, June 30<sup>th</sup> in support of the City Loan Package for phase II of the wastewater treatment plant project. At this time no further environmental studies, reports or submittals are pending submittal to the State Water Board or USDA for the project.
2. *2014-2022 Housing Element Update:*  
PMC has submitted the approved Housing Element document to the State of California Housing and Community Development Department (HCD) for final certification. The Department has 90-days to officially certify the document and notify the City of the final determination. Staff does not anticipate any issues with this moving forward and considers this project complete.
3. *Sixth Street Bridge Replacement Project:*  
PMC has continued to work with the City Administrator and Bennett Engineering on issues associated with permits for this project. As of the time of the delivery of this report, no unexpected or unpermitted work activity has occurred on the project and no additional field work has been required.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

- Applications: None received.

2. *Public Contact / Information Requests:*

- +/- 4-5. Staff has responded to numerous phone calls in regard to issues associated with code enforcement matters and questions associated with what constitutes "compliance" as defined by the City Staff. Staff has also been working with a property owner on 10<sup>th</sup> Street north of Bannock (Abbott) in regard to the potential replacement of an existing mobile home with a new dwelling.

3. *General Information:*

- The City Planner has been working with the Butte County Building Department to ensure that work occurring at a residence on Aleut street is being done in compliance with an approved Building Permit. At this time, a Red Tag / Stop Work Order has been issued as it was determined that demolition work was being undertaken without proper permits and that construction activity was scheduled to occur without approved building plans or permits. Staff is moving forward with a code enforcement action at the same location due to there being safety issues associated with a un-completed construction project.
- The City Planner has provided support to the Code Enforcement Officer on issues associated with the Nuisance Abatement Hearing held in June for a property on G Street. As a result of the hearing, staff has placed a Red Tag notice at the residence and is working with the Police Department to ensure that the residence is not occupied.

4. *Butte County Building Permit Issuance:*

- Report to be provided under separate cover prior to meeting.

5. *Code Enforcement: General*

- Please refer to separate staff report for additional details.

Misc. Planning-related Communications/Updates:

- The Butte County Air Quality Management District (BCAQMD) has issued a revised draft of the District's CEQA Air Quality Handbook. Staff has been providing input to the District for about 18-months on this effort and will be providing final comments to the District on the document in the coming weeks. The intent of the effort is to provide a reference manual for CEQA practitioners detailing the regulations, standards and protocols of the District on matters under their review and permit authority.

Attachments:

Attachment A - *Butte County Building Permit Activity Report - June*  
Attachment B - *Code Enforcement Activity Report – June/July*

6/25/2014  
8:30:59AM

**Butte County**  
**Department of Development Services - Building Division (City of Biggs)**  
**Permits Applications in the City of Biggs- Summary by Type and Subtype**  
**For the Period 6/1/2014 thru 6/25/2014**



Type / SubType	# of Permits Issued	Valuation of Work
MISCELLANEOUS	9	\$27,000.00
FIRE SUPPRESSION-RES	9	\$27,000.00
RESIDENTIAL	9	\$1,240,923.37
SFD-MASTER PLAN	9	\$1,240,923.37
<b>Totals:</b>	<b>18</b>	<b>\$1,267,923.37</b>

6/25/2014  
8:30:18AM

**Butte County**  
**Department of Development Services - Building Division (City of Biggs)**  
**PERMITS ISSUED IN City of Biggs - Summary by Type and Subtype**  
**For the Period 6/1/2014 thru 6/25/2014**



Type / SubType	# of Permits Issued	Valuation of Work	Fees Charged
	0		
	0		
<b>Totals:</b>	<b>0</b>		



-CITY OF BIGGS -  
**PLANNING DEPARTMENT ACTIVITY REPORT**  
*CODE ENFORCEMENT*  
**June 2014 / July 2014**

465 C Street  
P.O. Box 1134  
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PHONE: (530) 868-5493  
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DATE: June 26, 2014  
TO: Honorable Mayor and Members of the City Council  
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer  
SUBJECT: Planning Department Monthly Activity Report – June 2014

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**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 June, 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.

For the month of June, Code Enforcement worked a total of 4 hours per week on Tuesday’s (Due to budget).

June 13, 2014 Code Enforcement held a hearing for 490 G Street.

On June 17, Code Enforcement issued a Declaration of Nuisance to property address 2894 Sixth Street for Exterior Cultivation of Marijuana. The Marijuana grow was abated within 24 hours. Paul Pratt and Mark Sorensen did a final inspection on June 18, 2014 to confirm abatement.

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

Trash	15
Landscape/Vegetation	18
Furniture/Appliances	1
Vehicles	3
Buildings and Structures	0
No Utilities	0
Misc. (Pools,Parking Limitations)	4