



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
July / August 2014

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

PHONE: (530) 868-5493
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DATE: August 12, 2014
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – July / August 2014

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement – Regular Officer hours: Tuesday/Thursday 10-12pm and 2-4pm
- Butte LAFCO MSR/SOI Informational Meeting with Staff: July 24th
- Butte Air Quality Mgmt. District – CEQA Handbook Meeting: July 22nd
- MSR/SOI Discussion Meeting (Biggs): August 5th
- City Council Meeting: August 12th

Major Project Activity and Update Report:

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance:*
Project Status Update: PMC has provided the project NEPA Environmental Assessment (EA) checklist and supporting documentation to Bennett Engineering for distribution to the State Water Resources Control Board in support of the City Loan Application for phase II of the wastewater treatment plant project. At this time, staff does not believe that any further environmental studies, reports or submittals are pending submittal to the State Water Board or USDA for the project in support of the loan application package review process.
2. *Sixth Street Bridge Replacement Project:*
PMC's biological services staff continue to actively monitor construction activities at the Bridge work site and continues to serve as the liaison between the Caltrans project biologist and State and Federal agencies involved with the project. Recent flooding events and the failure of the site contractor to maintain a de-watered site have resulted in the need for a number of un-scheduled site visits and work not anticipated as necessary on the project. However, at this time it is believed that all such work can be accommodated by the Council approved project budget.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

- Applications: Two (2) Fence Permits. Additionally, staff has fielded multiple public inquires concerning the need for building permits for various site improvements; inquiries concerning the legal status of parcels and lot size information; and, requests for construction permit fee information.

2. *Public Contact / Information Requests:*

- +/- 6-7. Staff has responded to numerous phone calls in regard to issues associated with code enforcement matters (vermin, weeds, on-street and off-street parking) in addition to the planning inquires described above in section 1. Staff has responded to two resident questions in regard to the placement of metal carports in the front yard area and has sent one notice of zoning violation to a resident who has constructed a carport in the front yard area in violation of the City's Municipal Code requirements. At this time, the resident has not contacted staff about the matter or removed the violation.

3. *General Information:*

- Staff is attempting to work with the owner (Casey) of the fire-damaged residence on Aleut street to identify the "next steps" in the demolition and reconstruction of the existing dwelling. At this time, staff has been informed by Mr. Casey this it is his intent to completely demolish the existing structure and to re-construct a new dwelling on the site.
- The City Planner continues to provide support to the Code Enforcement Officer on issues associated on-street parking, vermin and rodent issues and zoning code violation matters. At this time, there are no known or scheduled code enforcement nuisance hearings.

4. *Butte County Building Permit Issuance:*

- Report to be provided under separate cover at or prior to the August Council 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 has provided final comments to the District on the document. 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. At this time, the District has indicated that they will be holding a series of public meetings with the local development community to discuss and review the document. The timing of that effort is un-known at this time.

Attachments:

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



-CITY OF BIGGS -
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CODE ENFORCEMENT

July 2014/ August 2014

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

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

DATE: August 5, 2014
TO: Honorable Mayor and Members of the City Council
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer
SUBJECT: Planning Department Monthly Activity Report – July 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 July, there were no letters sent out regarding “Occupying a structure without utilities”.

July 9th Code Enforcement did a night time observation around 9:30pm. I observed 490 G Street being occupied and a generator was being used for electric service. (Property was red tagged in June for occupying a structure with no utilities). Code Enforcement called Gridley PD and officers cited property owner.

July 28th to August 1, Code Enforcement attended the PC832 Arrest module course at Butte College.

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

Trash	14
Landscape/Vegetation	5
Furniture/Appliances	2
Vehicles	1
Buildings and Structures	1
No Utilities	0
Misc. (Pools, Parking Limitations)	4