



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

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

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

DATE: September 12, 2014
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – August/September 2014

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement – Regular Officer hours: M/T/W: 9-11am; Thurs.: 3:30-4:30pm
- City Council Downtown Code Enforcement Ad Hoc Cmte. Mtg. – August 26th
- City Council Meeting: September 12th

Major Project Activity and Update Report:

1. *Sixth Street Bridge Replacement Project:*

PMC's biological services staff continue to monitor construction activities at the Sixth Street Bridge work site and to serve as the liaison between the Caltrans project biologist and State and Federal permitting agencies involved with the project. It appears as if the project contractor has gotten control of the water management / flooding issues and that progress is occurring. Due to the recent enhancement of the water control structures, PMC has not had to be as involved in the construction effort in the last 2 week period.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

- Applications: Two (2). Staff has reviewed and approved a request from Mr. Daryl Dye for a new attached shade structure located in the rear-yard of an existing dwelling and is currently reviewing plans for a new detached garage for Mr. Epperson at an existing dwelling on G Street. During the month, staff has fielded multiple public inquires regarding coordination with the Butte County Building Division (need for permits and timing); has worked with the Public Works Supervisor on setback matters in the North Biggs Estates project; and, has provided fee and permit information to the owners of two existing lots in the City.

2. *Public Contact / Information Requests:*

- +/- 5-6. Staff has responded to a number of phone calls in regard to issues associated with code enforcement matters (debris piles, weeds, tenant activities) in addition to the planning inquires described above in section 1. Staff continues to

respond to questions in regard to the placement of metal carports in the front yard area and has sent a new 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. Staff continues to work with a carport owner on Aleut Street to resolve a carport violation for which a citation has previously been issued.

3. *General Information:*

- Staff continues to work with the owner of the fire-damaged residence on Aleut Street (R. Casey). Mr. Casey has demolished the fire-damaged structure on the site and is now contemplating the preparation of plans and a site plan for the reconstruction of a new dwelling on the property. Mr. Casey has indicated to staff that he intends to remove the debris remaining from the demolition work by the end of the week of September 1st. Staff will remain vigilant in pressing Mr. Casey to address the site clean-up issue.
- 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. The City Planner is working with the City Administrator, Police Chief and Code Enforcement Officer to establish a process for the issuance of administrative parking citations. The City Administrator has provided copies of the administrative citation documents to the Code Enforcement Officer and the required administrative procedures are being prepared during the time that the Council-approved Ordinance to amend the City's Municipal Code to allow administrative citations is being completed.
- The Community Housing Improvement Program (CHIP) has inquired of the City Planning Department about the potential for the modification of the City's Development Impact Fee Schedule to address multi-family dwelling units. The City's existing fee schedule does specifically identify a fee for multi-family dwellings as opposed to single-family dwellings. CHIP has indicated that they are exploring options for the development of their multi-family parcel in the North Biggs Estates project and are seeking input from the City in regard to their willingness to amend the existing fee program to address multi-family dwelling units. At this time, staff believes that a formal request for such an action will be forthcoming from CHIP in the coming days.
- Staff has completed a draft of the Request for Proposal (RFP) for the vacant dwelling on Eighth Street. Copies of the draft RFP have been provided to the City Administrator, City Attorney and City Engineer for review. Staff is still targeting the circulation of the RFP in October.
- Acting at the direction of the City Administrator, staff has prepared a draft Sphere of Influence (SOI) Map as part of the City's effort to being a discussion with the Butte Local Agency Formation Commission (LAFCO) on the effort to update the City's Municipal Services Review (MSR) document and expand the City's Sphere of Influence boundary. A copy of the map that was shared with LAFCO staff is included as Attachment C to this report. Staff is providing the map to the Council for input and upon the receipt of council comment, will revise the map (if necessary) and return at the October City Council meeting to verify and validate the boundaries shown. The map will then form the basis of the City's MSR document.

- Council Ad Hoc Downtown Committee. See separate staff report.
4. *Butte County Building Permit Issuance:*
- Please refer to attachment A for building permit issuance information.
5. *Code Enforcement: General*
- Please refer to separate staff report for additional Code Enforcement details.

Misc. Planning-related Communications/Updates:

- The Butte County Association of Governments (BCAG) is again beginning their mandated task of providing population projections for the City of Biggs for the coming projection period. As part of this effort, staff will work with BCAG on identify a population and growth rate projection for the City. The data and inputs prepared as part of this effort are direct inputs to local transportation planning efforts, regional affordable housing numbers and can affect the receipt of grant funding and road funding allocations.

Attachments:

Attachment A - *Butte County Building Permit Activity Report - August*
Attachment B - *Code Enforcement Activity Report – August/September*
Attachment C – *Draft Sphere of Influence Map*

9/2/2014
9:03:20AM

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 8/1/2014 thru 8/31/2014



Type / SubType	# of Permits Issued	Valuation of Work
ETRAKIT	1	\$6,800.00
REROOF RESIDENTIAL	1	\$6,800.00
MECH ELECTRIC PLUMB	1	\$800.00
HVAC C/O RESIDENTIAL	1	\$800.00
MISCELLANEOUS	4	\$20,100.00
AWNING/CANOPY/CARPT	1	\$2,500.00
RE-ROOF RESIDENTIAL	3	\$17,600.00
Totals:	6	\$27,700.00

9/2/2014
9:04:07AM

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 8/1/2014 thru 8/31/2014



Type / SubType	# of Permits Issued	Valuation of Work	Fees Charged
ETRAKIT	1	\$6,800.00	\$128.00
REROOF RESIDENTIAL	1	\$6,800.00	\$128.00
Totals:	1	\$6,800.00	\$128.00



-CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
CODE ENFORCEMENT
August/September 2014

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

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

DATE: September 9, 2014
TO: Honorable Mayor and Members of the City Council
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer
SUBJECT: Planning Department Monthly Activity Report – August/September 2014

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Code Enforcement Activity:

- Downtown Code Enforcement Meeting – Ad Hoc City Council Committee meeting
- Weekly Code Enforcement Coordination Meetings – Monday mornings and as-necessary

Department Activity Summary:

Utility Shut-off Activity: For the month of August, there were 2 letters sent out regarding “Occupying a structure without utilities”. Tenants of both properties moved and they are now vacant.

Second notices were sent out during the week of August 11, to properties 419 Aleut Street and 3007 Tenth Street. Property owner is Mr. Rufus Casey.

Code Enforcement staff was out of the office during the week of August 18th through August 22, due to illness.

On August 26th, I, Scott Friend and Mark Sorensen met with council members John Busch and Doug Arnold to discuss the Downtown Buildings on B Street. Staff has been directed to further pursue compliance of the buildings.

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

Trash	10
Landscape/Vegetation	4
Furniture/Appliances	3
Vehicles	1
Buildings and Structures	1
No Utilities	2
Misc. (Pools, Parking Limitations)	4