



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
November/December 2014

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DATE: December 9, 2014
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – November/December 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
- North Biggs Estates – Final Site Inspections (10 dwellings) – Build Group 2: Dec. 1st
- Meeting with USDA-RD staff re: Wastewater Land Disposal Project: November 20th
- City Council Meeting: December 9th

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*
 - Applications: None. No new land use entitlement or permit applications have been submitted during the reporting period.
2. *Public Contact (non-Code Enforcement) / Information Requests:*
 - Four (4). Planning staff was contacted by the owner of the vacant lot formerly housing a single-wide trailer on 10th Street in regard to the timing and process for the approval of a site plan on the property (new duplex dwelling unit); was contacted to discuss the potential use/re-use of the vacant Diamond Match building south of B and 8th Streets; was contacted about the potential placement of solar panels on the roof of an existing dwelling in the City; and was contact about the potential placement of a new metal carport at an existing residence on 10th and Aleut Street.
3. *General Information / Public Contact for Planning-Involved Code Enforcement Activity:*
 - Numerous. Staff continues to respond to questions and inquiries regarding the placement or removal of metal carports and construction/placement of portable cover structures. In total, staff has received no less than eight (8) calls from residents who have received letters detailing potential code violations concerning their use metal carports or portable cover structures. In four of the six instances, the callers have identified that they will remove or modify their structures to obtain compliance with the City code requirements. In one instance the resident indicated that they will not remove the structure and don't plan on meeting the City's code requirements. The

final contact resulted in a determination that the cover structure was compliant with City Codes and that no further code action was necessary.

- The City continues to address an issue associated with the illegal occupation of a dwelling without utilities (Ferko). Staff has both observed directly and been notified that the owner of the dwelling is again residing at the premise and is hauling water into the dwelling for use. The Planning Department has contacted both the City Attorney and the GBPDP requesting that the Police Department contact the homeowner and request his movement from the dwelling and has contacted the City Attorney to discuss the pursuit of a court-order to have the owner/occupant removed from the premise.
- Action has been taken by the owner of the property located at 419 E Street (Loftin) to address the over-height fence issue at the site. To address the issue and abate the violation, the property owner has cut the fence height down to achieve compliance with the City's code requirements. No further action is anticipated at this time.
- During the week of December 1-5, the Code Enforcement Officer issued five (5) 72-hour Notices for vehicles parked on the public right-of-way for a time period longer than permitted by the State Vehicle Code and the Biggs Municipal Code. Notices were issued for both automobiles and recreational vehicles/trailers. At the time of the preparation of this report, three of the vehicles had been removed from the public right-of-way with no further action required. The Code Enforcement Officer is working with the Gridley-Biggs Police Department to address the remaining three vehicles however it is noted that all three vehicles appear to have been moved thus resetting the allowable on-street parking period. It is also noted that a report was submitted to the City that a vehicle was towed from a residence but staff notes that the source of the tow request is unknown and notes that the City had no participation in the towing of the vehicle. The Code Enforcement Officer issued six (6) 72-hour notices during the month of November. All November citations have been cleared.
- Staff completed final site inspections for the second group of houses in the North Biggs Estates project on December 1st. In total, ten (10) dwelling units were issued final site inspection approval letters. Final site inspection letters are required by the Biggs Municipal Code to ensure compliance with any Conditions of project Approval and environmental mitigation measures and to ensure compliance with Section 14.60.110 of the Biggs Municipal Code. Occupancy of the dwellings is expected in January.
- Downtown Code Enforcement letter follow-up: As of the time of the preparation of this report, the City has not been contacted by a single owner of property in the Downtown area in regard to the letters sent to property owners in November. Staff is now working on a plan/program to outline how this effort will be advanced with the goal of providing opportunities for voluntary compliance and while having minimal impact to viable businesses in the downtown area.

4. *Butte County Building Permit Issuance:*

- One (1) permit was issued by Butte County within the City of Biggs in the month of November. The permit was for a new roof.

5. *Code Enforcement: General*

- All notable code enforcement activities have been described in this report. There is no separate report for the month of November.

Misc. Planning-related Communications/Updates:

- Informational: The City Code Enforcement officer has scheduled two days of vacation time immediately preceding New Year 's Day and the City Planner has scheduled two days of vacation time adjacent to the Christmas holiday. During these days, neither the Code Enforcement Officer nor the City Planner will be available on these days.

Attachments:

None