



- CITY OF BIGGS -  
**PLANNING DEPARTMENT ACTIVITY REPORT**  
December 2014 / January 2015

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

PHONE: (530) 868-5493  
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DATE: January 13, 2015  
TO: Honorable Mayor and Members of the City Council  
FROM: Scott Friend, AICP - City Planner  
SUBJECT: Planning Department Monthly Activity Report – December 2014 / January 2015

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#### **DEPARTMENT ACTIVITY SUMMARY**

##### Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement– M/W: 9-11:00am; Thurs. 3:30pm – 5:00pm; off-site Tues: 8:30-10:00am
- Conference calls with USDA-RD and California Department of Water Resources (DWR) staff re: Wastewater Land Disposal Project: 3
- City Council Meeting: January 13<sup>th</sup>

##### Major Project Activity and Update Report:

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance:*  
*Project Status Update:* PMC is continuing to work with USDA-RD and DWR to address environmental compliance issues and is actively working with BenEn to address the potential need to re-configure the treated water holding ponds due to wetlands conversation issues. PMC understands that both USDA and DWR and actively engaged in the completion of their environmental responsibilities relative to the funding and development of this project.
2. *Municipal Services Review (MSR):*  
PMC is continuing to press forward with the preparation of the draft Municipal Services Review document supporting a future request to the Butte LAFCo to amend the City's Sphere of Influence. At this time, PMC is waiting on the receipt of the City's various Master Plan documents (Water, Sewer, Street, Storm Drainage) from BenEn. Upon receipt of those documents, PMC will be able to move forward with the preparation of those chapters of the draft document. PMC anticipates a meeting with Butte LAFCo staff in the next 30-days to further discuss the details of this activity.

##### 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:*

- Two (2). Planning staff was contacted by a property owner on Aleut Street about the placement of a roof-top solar system on an existing single-family dwelling and was contacted by an owner of property in the North Biggs Estates project requesting information about setbacks and building heights for accessory buildings.

3. *General Information / Public Contact for Planning-Involved Code Enforcement Activity:*

- Three (3). Planning staff was contacted by a neighbor of 490 G Street to report that activity was observed inside of the dwelling; and, Planning Staff was contacted by a two property owners to further address the removal of un-permitted carports or accessory cover structures.
- The Planning Department is continuing to work with the Gridley-Biggs Police Department to address an issue associated with the illegal occupation of a dwelling without utilities (490 G Street - Ferko). On January 5<sup>th</sup>, the GBPD made contact with the homeowner at the residence and requested that he vacate the premise due to the lack of utilities. The owner left the premises and indicated to the officer at the scene that he was in the process of selling the home and would soon be looking to restore utility service to the parcel. No such action had occurred at the time of the preparation of this report.

4. *Butte County Building Permit Issuance:*

- Three (3) building permits were issued by Butte County within the City of Biggs in the month of December. Two permits were for the installation of new roof-top mounted solar equipment and one was for the installation of a new roof. One permit is currently pending for electrical work at an existing dwelling.

5. *Code Enforcement: General*

- Please refer to attached *Code Enforcement Activity Report*.

Misc. Planning-related Communications/Updates:

- County Planning Director's Meeting @ BCAG Offices: Jan. 29<sup>th</sup> – Discussion topics include 5-year Population Projections and Update on the Butte HCP/NCCP project.

Attachments:

- Code Enforcement Activity Report – December 2014



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**CODE ENFORCEMENT**

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DATE: January 13, 2014  
TO: Honorable Mayor and Members of the City Council  
FROM: Nicole Deniz - Code Enforcement Officer  
SUBJECT: Planning Department Monthly Activity Report – December 2014/January 2015

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**DEPARTMENT ACTIVITY SUMMARY**

Contract Staff Days/ Code Enforcement Activity:

- Weekly Code Enforcement Coordination Meetings – Tuesday mornings & as-necessary

Department Activity Summary:

On December 1, Code Enforcement issued six (6) 72hr notices to vehicles parked on the street. All vehicles were moved within the proper time period.

During the week of December 9<sup>th</sup>, Code Enforcement followed up on 8 properties regarding Accessory Structures. At that time, we had five (5) properties that are making corrections and three (3) that remain in violation.

Utility Shut-off Activity: On December 9<sup>th</sup>, there were 13 properties shut off for non pay. Within 48 hours, all services at each property had been restored.

For the month of December, Code Enforcement took three (3) vacation days. December 16<sup>th</sup>, 29<sup>th</sup> and the 31<sup>st</sup>.

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

Landscape/Vegetation	2
Furniture/Appliances	2
Vehicles	8
Buildings and Structures	2
No Utilities	5
Marijuana Abatement	0