



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
April/May 2015

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PHONE: (530) 868-5493
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DATE: May 12, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – April/May 2015

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: May 12th

Major Project Activity and Update Report:

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance:*

Project Status Update: PMC has transitioned from working USDA-RD to working exclusively with the State Water Board on environmental compliance and clearance issues. PMC has revised the Biological Assessment (BA) prepared originally for USDA in pursuit of the required Section 7 consultation with the US Fish and Wildlife Service and will be resubmitting the revised BA to the SWB during the week of May 11th to reinstate consultation with the USFWS. PMC has been working with City Staff, BenEn and has been in consultation with the Maxwell Utility District to establish operations and maintenance protocols designed to minimize potential impacts to special status species (and their prey) to satisfy the USFWS requirements. At this time, PMC believes that the operations and maintenance protocols will meet with USFWS requirements. As a point of information, these measures include the following:

- No grouting or filling of rodent burrows prior to species probing;
- No use of rodenticides for rodent control on treated water holding pond berms;
- No use of non-organic herbicides for vegetation controls on treated water holding pond berms;
- Use of mechanical rodent traps.

The SWB has concluded the required Section 106 consultation process resulting in the desired “no effect” concurrence letter from the State Historic Preservation Office.

PMC is working with the County and LAFCO to pre-zone and annex the project site into the City of Biggs. Staff anticipates having a public hearing in June to establish pre-zoning on the site. PMC has been awaiting further progress on the acquisition of the City by the City as annexation requires the concurrence of the property owner. PMC has been working with LAFCO staff to move the project forward while the eminent domain proceedings are moving forward. At this time, PMC believes that LAFCO will permit proceedings to continue while property acquisition efforts proceed.

2. *Municipal Services Review (MSR):*

PMC is continuing to press forward with the preparation of the draft Municipal Services Review document supporting the City's request to the Butte LAFCO to expand the City's Sphere of Influence. At this time, PMC has met with services providers (GBPD; Biggs/Butte Co. Fire; Gridley-Biggs Electric, Water and Wastewater) to acquire service delivery information and is finalizing the draft chapters of the MSR document prior to distribution to each of staff and providers for final review. The only chapter of the document that remains in progress relates to the provision of water and sewer services. PMC is working with BenEn to complete this chapter. PMC is targeting the submittal of the draft chapters to staff and providers during the week of May 11th. Following concurrence on the draft chapters, PMC will distribute to LAFCO staff for review and acceptance.

3. *Downtown Code Enforcement / Hazardous Building Abatement:*

PMC continues to work to coordinate the conduct of a meeting to address the issue of hazardous buildings in the City's Downtown area. PMC had envisioned a meeting occurring in April but County building staff was unavailable for such a meeting at times that would work with the City staff. PMC and the City Administrator are now working on revised dates for such a meeting. Due to the technical nature of the deficiencies in a number of the Downtown buildings and structures and the extent of the building code violations at such buildings, staff is requesting that both the Structural Engineer and Senior Building Inspector in the County's Building Department be an integral part of the meeting. Due to conflicts with workload, vacation schedules and trainings, a time in April was determined not to be possible.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

- Applications: 0

2. *Public Contact (non-Code Enforcement) / Information Requests/ Activity:*

- One (1). Planning staff was contacted regarding the initiation of work on by SBFCA related to borrow activities on the WWTP Phase II site. SBFCA's contractors are finalizing permitting for the effort this month.
- PMC is continuing to provide input to the City Administrator on the acquisition of the Wastewater Phase II site relative to property acquisition.

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

- Multiple. Inquiries to the Code Enforcement Officer centered primarily on weed abatement, water wasting and drought enforcement, and illegal parking matters.

4. *Butte County Building Permit Issuance:*

- No permits were issued during the reporting period.

5. *Code Enforcement: General*

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

Misc. Planning-related Communications/Updates:

- Staff is working with the Abandoned Vehicle Abatement Authority to ensure that the City is capturing the full allocation of monies available to it for abandoned vehicle abatement service. The Code Enforcement Officer attended the quarterly AVA meeting and the regional meeting of Code Enforcement Officers to address regional CE issues. Meeting topics centered around on-going marijuana enforcement actions; efforts by Butte County to address Measure A matters; and, the abatement of abandoned vehicles and the achievement of supplemental funds for this effort.

Attachments:

- Code Enforcement Activity Report – March 2015
- Building Permit Issuance / Application Reports – Butte County



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PLANNING DEPARTMENT ACTIVITY REPORT
CODE ENFORCEMENT
April 2015/ May 2015

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PHONE: (530) 868-5447
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DATE: May 7, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer
SUBJECT: Planning Department Monthly Activity Report –April 2015

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Code Enforcement Activity:

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

Department Activity Summary:

As of March 2015, Code Enforcement staff is in the Biggs office from 10am to 12pm Monday through Thursday.

Utility Shut-off Activity: For the month of April, there were 6 shut-offs. Within 24 hours, payments had been made and power was restored at all properties.

On April 27th, Code Enforcement attended an informational meeting in Chico regarding the AVA program through the county.

Throughout the month of April, letters were sent out accordingly to the following violations.

Trash	3
Landscape/Vegetation	14
Furniture/Appliances	3
Vehicles	7
Buildings and Structures	0
No Utilities	6
Misc. (Pools,Parking Limitations)	4