



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

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PHONE: (530) 868-5493
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DATE: June 9, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – May/June 2015

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement– Modified Summer Hours (
- City Council Meeting: June 3, 2015
- Final Inspections (x4): North Biggs Estates – June 3, 2015
- Meeting with Butte LAFCO Staff regarding Draft Biggs MSR document

Major Project Activity and Update Report:

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance:*
Project Status Update: Based upon the receipt of a modified wastewater holding pond plan drawing, PMC will be re-submitting a formal request to the State Water Board to initiate consultation with the USFWS pursuant to Section 7 of the Endangered Species Act (ESA) for potential impacts associated with the Giant Garter Snake. PMC received a modified project layout plan on Wednesday, June 03, 2015 and is now in the process of making minor revisions to the Biological Assessment prepared for the project to reflect the modified project configuration. PMC is targeting a re-submittal of the BA and the formal consultation request to the SWB during the week of June 8th.
2. *Wastewater Treatment Plant Project Prezoning and Annexation:*
PMC is continuing to work with the County and LAFCO to pre-zone and annex the wastewater land-application project site into the City of Biggs. Staff anticipated having materials prepared supporting a public hearing in June to establish pre-zoning on the site however there was not sufficient time to prepare, circulate and publish the required legal notices for this action prior to the June City Council meeting. PMC is now targeting the July City Council meeting for a public hearing to prezone the property and adopt a Resolution of Annexation.
3. *Municipal Services Review (MSR):*
PMC has prepared the draft Municipal Services Review (MSR) document and will be circulating an administrative draft of the document for internal City review during the

week of June 8th. Upon receipt of any final comments and inputs to the document, staff will be submitting the draft to LAFCO for LAFCO staff review and comment.

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

Working with staff from the Butte County Building Department, PMC has identified a target date and time of **Tuesday, June 23rd** at 6:00pm for the a meeting with downtown property owners and tenants to address code enforcement and building code enforcement matters. PMC is currently in the process of preparing a letter to all property owners and tenants inviting them to the meeting. PMC anticipates mailing the letter during the week of June 8th. Staff will then begin to finalize an agenda and supporting information for the meeting. The County has committed the resources of the Building Official, Senior Building Inspector and Senior Plans Review Engineer for the meeting.

5. *Building Services Contract Renewal:*

The Butte County Building Department has indicated that the contract between the City of Biggs and Butte County for the continuation of Building Permitting, Plans Review and Inspection services will be presented to the Board of Supervisors for approval at their June 16th meeting of the Board.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

- Applications: 3
- Andes (Accessory Structure)
- Lopez (Fence Permit)
- Crenshaw (Fence Permit)

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

- None

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

- Multiple. Primarily associated with water use and water wasting matters.

4. *Butte County Building Permit Issuance:*

- Permit report not yet received at the time of report preparation. To be provided upon receipt.

5. *Code Enforcement: General*

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

Misc. Planning-related Communications/Updates:

- None

Attachments:

- Code Enforcement Activity Report – May 2015
- Building Permit Issuance / Application Reports – Butte County (*to be provide upon receipt*)



-CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
CODE ENFORCEMENT
May 2015/ June 2015

465 C Street
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Biggs, CA 95917

PHONE: (530) 868-5447
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DATE: June 5, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer
SUBJECT: Planning Department Monthly Activity Report –May 2015

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Code Enforcement Activity:

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

Department Activity Summary:

As of June 2015, Code Enforcement staff is in the Biggs office from 2pm to 4pm Monday through Thursday.

Utility Shut-off Activity: For the month of May, there were 5 shut-offs. Within 24 hours, payments had been made and power was restored at all properties.

First round weed abatement was held this month. 15 properties were cited and issued letters. Second round is due around the first week in June.

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

Trash	2
Landscape/Vegetation	25
Furniture/Appliances	1
Vehicles	3
Buildings and Structures	0
No Utilities	5
Misc. (Pools,Parking Limitations)	2