- CITY OF BIGGS -

PLANNING DEPARTMENT ACTIVITY REPORT

June/July 2015

465 C Street /
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PHONE: (530) 868-5493
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DATE: July 14, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Scott Friend, AICP - City Planner

SUBJECT: Planning Department Monthly Activity Report – June/July 2015

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement Weekly Hours (+/-7hr. per week)
- City Council Meeting: July 14, 2015
- Final Inspections (x3): North Biggs Estates – June 26, 2015
- Conf. call with Butte LAFCO Staff regarding Draft Biggs MSR document
- Downtown area code enforcement community meeting – June 23, 2015

Major Project Activity and Work Effort Update Report:

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance*:
   Project Status Update: Nothing to report. No change in status.

2. *Wastewater Treatment Plant Project Prezoning and Annexation*:
   A public hearing is anticipated to be held at the August City Council meeting to adopt a Resolution of Intention to Annex Property; prezone the project site; and, seek direction to formally file a request with the Butte County LAFCO for a minor Sphere of Influence amendment and the annexation of the property into the City of Biggs. With the exception of a legal description which has been requested from the City Engineer, draft materials have been prepared and this action awaits a resolution on the acquisition of the property by the City.

3. *Municipal Services Review (MSR)*:
   PMC has prepared and circulated for final internal review, the draft Municipal Services Review (MSR) document. Upon receipt of feedback from City staff, PMC will submit the document to the Butte LAFCO for review. Staff is anticipating a 5-7 day internal City comment timeline followed by a 14-21 day comment period from LAFCO before the document officially begins the consideration process.

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

   The City held a workshop meeting on Tuesday, June 23rd for property owners and tenants of property in the City's Downtown area (defined as both sides of B Street between Sixth and Seventh Streets). The intent of the workshop meeting was to provide a forum whereby City staff and staff from the Butte County Building Division could discuss with attendees the issues confronting the Downtown area, explain the code enforcement process and how the various City Codes and Building Codes apply to structures in the Downtown and to discuss options for the achievement of violations of those codes. Attending the meeting on behalf of the City were Mark Sorensen, Scott Friend and Nicole Fillmore and from the County Building Division were Nancy Springer, Curtis Johnson and Philo Hunt. Both of the members of the City Council's Downtown Area Ad Hoc Committee also participated in the meeting.

   Five (5) property owners and tenants of structures in the Downtown area attended the meeting. Four of the five non-agency meeting attendees represented property owners or tenants of structures on the north side of B Street with one property owner representing property/structures on the south side of B Street (Ott).

   Staff made a brief presentation explaining the issues and code violations that are present in the area and a dialogue was then started to identify ways to address those issues. Of the persons representing property or structures present at the meeting, four of the five appeared to support proceeding with the abatement of violations regardless of the probable outcome of action while one expressed a desire to have the City "do something" but wasn't in favor of actions resulting in the demolition of structures. All participants seemed to support the retention of character-elements and historical-elements of the buildings having such traits. As expected, the primary points of conversation surrounded safety concerns; the attractive nuisance nature of vacant buildings; the costs involved in salvage, demolition or re-construction actions; and, the desire to see re-vitalization of the Downtown area.

   Based upon the conversation and dialogue at the meeting, staff has prepared a separate staff report for Council consideration seeking direction from the City Council on how to proceed with code enforcement and building code enforcement actions in the area.

5. *Building Services Contract Renewal*:

   At their regular meeting on June 16th, the Butte County Board of Supervisors voted unanimously to approve an extension of the contract between the County and the City of Biggs for the continuation of Building Permitting, Plans Review and Inspection services as presented to the Biggs City Council in May.

6. *California Environmental Quality Act (CEQA) Update – AB52: Tribal Cultural Resources*:

   On September 25, 2015 Governor Brown signed Assembly Bill No. 52, which creates a new category of environmental resources that must be considered under the California Environmental Quality Act: "tribal cultural resources." The legislation imposes new requirements for consultation regarding projects that may affect a tribal cultural resource, includes a broad definition of what may be considered to be a tribal cultural resource, and includes a list of recommended mitigation measures. The provisions of AB 52 take effect starting on July 1, 2015. The potential effects of the legislation include lengthening the time that it takes to complete CEQA compliance actives as a result of required tribal consultations that could occur if tribal cultural resources are determined by local tribes to potentially exist on a project site.

7. *Engineering Support – CEQA*:
   PMC has provided support to the City Engineer (BenEn) via the preparation of two (2) Notices of Exemption from the California Environmental Quality Act (CEQA) for City engineering and public works efforts to include the Safe Routes to School (SR2S) project and a potential future project to complete the installation of water meters in the City.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*
   - Applications: 8
     - CHIP – North Biggs Estates Site Plan Review and Approval Requests

2. *Public Contact (non-Code Enforcement/non-application) / Information Requests/ Activity:*
   - Six (6):
     - Water consumption / water wasting (x2);
     - Use of temporary metal "sea crate" shipping containers;
     - Turf replacement (x2);
     - Fences

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 – June 2015
- Building Permit Issuance / Application Reports – Butte County (*to be provide upon receipt*)

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PLANNING DEPARTMENT ACTIVITY REPORT

CODE ENFORCEMENT

June 2015/ July 2015

465 C Street
P.O. Box 307
Biggs, CA 95917

PHONE: (530) 868-5447
FAX: (530) 868-5239

DATE: July 9, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Fillmore-Deniz - Code Enforcement Officer

SUBJECT: Planning Department Monthly Activity Report –June 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 June, there were 8 shut-offs. Within 24 hours, payments had been made and power was restored at all properties.

On June 6th, 2nd round Weed Abatement notices were sent out. There were 5 notices and each property has since abated all hazards.

On June 10th, a 48hr MJ notice was served to 366 J Street. A site inspection occurred on June 12th and owners had abated the nuisance.

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

Trash	5
Landscape/Vegetation	5
Furniture/Appliances	4
Vehicles	3
Buildings and Structures	1
No Utilities	8
Misc. (Pools,Parking Limitations)	5