



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
July/August 2015

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

PHONE: (530) 868-5493
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DATE: August 11, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – July/August 2015

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement Weekly Hours (+/-7hr. per week)
- City Council Meeting: August 11, 2015

Major Project Activity and Work Effort Update Report:

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance:*
Nothing to report. No change in project status or activity related to the Planning Department during the reporting period.
2. *Wastewater Treatment Plant Project Rezoning and Annexation:*
The Planning Department received a Record of Survey from the City Engineer for the Wastewater Phase II project and as a result is now able to proceed with the preparation of legal noticing and application preparation tasks for the rezoning and annexation of the site. Due in part to the timing of public noticing requirements, insufficient time was available to get this to the Council at the August meeting. As a result, staff will be working to bring the rezoning and annexation consent actions to the Council at the September Council meeting.
3. *Municipal Services Review (MSR):*
The City of Biggs has formally submitted its draft Municipal Services Review (MSR) document to the Butte LAFCO for consideration and adoption. City staff has confirmed with LAFCO staff that they have successfully received the draft document. The LAFCO Executive Officer has been out of the office for a number of weeks and as such City staff is unsure what the timeline is for the receipt of formal review comments on the document. The EO returns to the office on Monday the 10th of August and it is anticipated that he will initiate his review of the document upon his return. In his absence, the deputy executive officer has been undertaking a review of the materials and has indicated that he has a minimal amount of comments and questions so far. City

staff will be working to engage the Executive Director on this matter later next week following his return to the office.

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

City planning staff has been attempting to schedule a meeting with the members of the County's Building Department to discuss the "next steps" in the Downtown Biggs Code Enforcement process. However, due to both scheduled vacation time and out-of-office training, the scheduling of a meeting has been heretofore unsuccessful. At this time, staff is anticipating a meeting sometime in mid-August to discuss how the combined City/County team will be proceeding relative to this effort.

5. *Engineering Support – CEQA:*

PMC is continuing to provide support to the City Engineer (BenEn) with the preparation of materials, documentation and clearances relative to the compliance with California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) standards for both existing projects (e.g. wastewater plant related) and future projects (e.g. Safe Routes to School (SR2S) project and water meter installation).

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

- Applications: 1
 - Kellett – new in-ground pool
 - Staff provided site plan approval letters and building plan submittal clearances for seven (7) additional homes in the North Biggs Estates project (Lots: 4, 15, 37, 44, 45, 49, and 55).

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

- Six (4):
 - Carport / Accessory Building installation;
 - Water use and landscape replacement/removal (x2);
 - Use Permit inquiry

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

- Multiple. Primarily associated with the receipt of notices of Violation.

4. *Butte County Building Permit Issuance:*

- Please see attached information. A total of 19 building permits were issued in Biggs by the Butte County Building Services Department in the month of July. Six permits were for new single-family residential dwellings in the North Biggs Estates project and the majority of the other permits were "supporting" permits associated with the construction of the six (6) new dwellings.

5. *Code Enforcement: General*

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

Misc. Planning-related Communications/Updates:

- None

Attachments:

- Code Enforcement Activity Report – July 2015 (*to be provided prior to meeting*)
- Building Permit Issuance / Application Reports – Butte County: July 2015



-CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
CODE ENFORCEMENT
July 2015/ August 2015

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

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

DATE: August 6, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer
SUBJECT: Planning Department Monthly Activity Report – July 2015

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Code Enforcement Activity:

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

Department Activity Summary:

Starting August 18th, Code Enforcement will be in the office from 10am to 2pm.

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

3007 Tenth Street is in the final stages of our letter abatement process. Mr. Casey has 10 days to abate all nuisances or a hearing will be scheduled for the end of August.

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

| | |
|-----------------------------------|---|
| Trash | 6 |
| Landscape/Vegetation | 6 |
| Furniture/Appliances | 4 |
| Vehicles | 4 |
| Buildings and Structures | 1 |
| No Utilities | 5 |
| Misc. (Pools,Parking Limitations) | 4 |



Permits Issued - Summary by Type

Butte County

Date Range Between 7/1/2015 and 7/31/2015

| PERMIT TYPE | NUMBER OF PERMITS ISSUED | VALUATION | FEE CHARGED |
|----------------------------|--------------------------|---------------------|--------------------|
| ETRAKIT | 3 | \$21,474.50 | \$693.00 |
| AC UNIT RESIDENTIAL | 1 | \$4,500.00 | \$124.00 |
| HVAC C/O RESIDENTIAL | 1 | \$6,800.00 | \$124.00 |
| ROOF MT SOLAR RES | 1 | \$10,174.50 | \$445.00 |
| MECH ELECTRIC PLUMB | 3 | \$15,670.00 | \$502.00 |
| ELECTRIC PANEL RES | 1 | \$1,100.00 | \$156.00 |
| HVAC C/O COMMERCIAL | 1 | \$12,570.00 | \$222.00 |
| HVAC C/O RESIDENTIAL | 1 | \$2,000.00 | \$124.00 |
| MISCELLANEOUS | 7 | \$61,000.00 | \$2,103.00 |
| DEMOLITION | 1 | \$52,000.00 | \$573.00 |
| Fire Suppression-RES | 6 | \$9,000.00 | \$1,530.00 |
| RESIDENTIAL | 6 | \$849,402.88 | \$9,639.34 |
| SFD-Master Plan | 6 | \$849,402.88 | \$9,639.34 |
| Totals: | 19 | \$947,547.38 | \$12,937.34 |



Permits Applied - Summary by Type

Butte County

Date Range Between 7/1/2015 and 7/31/2015

| PERMIT TYPE | NUMBER OF PERMITS ISSUED | VALUATION | FEE CHARGED |
|----------------------------|--------------------------|---------------------|-------------------|
| ETRAKIT | 3 | \$21,474.50 | \$693.00 |
| AC UNIT RESIDENTIAL | 1 | \$4,500.00 | \$124.00 |
| HVAC C/O RESIDENTIAL | 1 | \$6,800.00 | \$124.00 |
| ROOF MT SOLAR RES | 1 | \$10,174.50 | \$445.00 |
| MECH ELECTRIC PLUMB | 3 | \$15,670.00 | \$502.00 |
| ELECTRIC PANEL RES | 1 | \$1,100.00 | \$156.00 |
| HVAC C/O COMMERCIAL | 1 | \$12,570.00 | \$222.00 |
| HVAC C/O RESIDENTIAL | 1 | \$2,000.00 | \$124.00 |
| MISCELLANEOUS | 8 | \$91,500.00 | \$2,644.00 |
| DEMOLITION | 1 | \$52,000.00 | \$573.00 |
| Fire Suppression-RES | 6 | \$9,000.00 | \$1,530.00 |
| PRIVATE POOL | 1 | \$30,500.00 | \$541.00 |
| Totals: | 14 | \$128,644.50 | \$3,839.00 |