



- CITY OF BIGGS -  
**PLANNING DEPARTMENT ACTIVITY REPORT**  
**August/September 2015**

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DATE: September 4, 2015  
TO: Honorable Mayor and Members of the City Council  
FROM: Scott Friend, AICP - City Planner  
SUBJECT: Planning Department Monthly Activity Report – August/September 2015

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#### **DEPARTMENT ACTIVITY SUMMARY**

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

- Code Enforcement Weekly Hours (+/-7hr. per week)
- City Council Meeting: September 8, 2015
- Downtown Biggs Code Enforcement Meetings (x3)
- Butte County Association of Governmental Quarterly Planning Staff Meeting

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

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance:*  
The City Administrator, BenEn Project Manager and the City Planner participated in a conference call with staff from the California Department of Water Resources to address project related issues on Friday, August 14<sup>th</sup>. The purpose of the meeting was to discuss permitting and NEPA clearance topics on the project. At the conclusion of the call, staff was in agreement that at this time, all actions associated with the receipt of final NEPA clearances (not permitting) from the State Historic Preservation Officers' Office (SHPO) and U.S. Fish and Wildlife Service (USFWS) is the responsibility of the State and not the City and that all necessary and required information had been submitted to the State in support of this effort.
2. *Wastewater Treatment Plant Project Rezoning and Annexation:*  
Due to time constraint issues associated with the preparation of a Sphere of Influence (SOI) Plan for Services and the Downtown Code Enforcement effort, staff was unable to prepare the required legal notice and application materials supporting the rezoning action. Staff anticipates that this action will be presented to the Council for consideration at the October City Council meeting.
3. *Municipal Services Review (MSR):*  
The City of Biggs submitted its draft Municipal Services Review (MSR) document to the Butte LAFCO in early August. Staff has had a number of conversations with LAFCO staff about the document and the preliminary feedback has been that the document

appears complete and that LAFCO staff has minimal comments on the document at this time. City staff has provided a number of supplemental pieces of information to LAFCO in support of their review which continues to be on-going. As of the time of the writing on this report, the City has not yet received formal review comments from LAFCO staff on the draft document.

One unexpected and previously unknown submittal requirement has been identified since the time of the City's submittal of the draft MSR document. LAFCO staff has informed City staff that a "Sphere of Influence Plan" is required to support the City's proposed SOI map. To this end, staff has prepared a supplemental staff report on this matter seeking additional funds to complete this task.

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

Over the course of the last month, City staff to include the City Administrator, City Attorney, City Planner and Code Enforcement Officer have been working with staff from the Building Division of the Butte County Development Services Department (DSD) to advance the City's Code Enforcement efforts in the Downtown area as directed by the City Council. The two staff's have met three times over the course of the last month to engage in discussion about the Code Enforcement process. These meetings have culminated in the issuance of five (5) red-tag notices and five (5) pre red-tag notices to property owners in the Downtown area. Nine (9) of the ten (10) notices were sent to property owners on the South side of B Street with one letter going to a property owner on the north side of B Street. The red-tag notices and the pre red-tag violation letters were posted and mailed on the afternoon of Friday, September 4<sup>th</sup>. The five (5) properties that have been posted with a red-tag notice indicating that the building is unsafe to enter or occupy are owned by the following persons:

Hamilton LLC	479 B Street	Colonia Hotel
Fiedler	481 B Street	Vacant
Montez	483 B Street	Vacant
Valverde	485 B Street	Vacant
Mathauser	497 B Street	Vacant bldg. w/out roof

Those properties and persons receiving either a red-tag notice or a pre red-tag notice have been given thirty (30) days to either abate the violation or to contact the City to establish a plan outlining how and when the violation will be abated.

5. *Engineering Support – CEQA:*

Planning staff is continuing to provided 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). The City Planner is currently working on information for Bennett Engineering in support of the water meter installation project.

Monthly Department Activity Report:

1. *Applications / Planning Service Activities:*

- Applications: 9
  - Singh – Patio cover in North Biggs Estates
  - Dhami – New single-family residence at 3082 Fourth Street.

- CHIP – Seven (7) new site plan review requests for new single-family residential dwellings in the North Biggs Estates project (Lots: 2, 3, 5, 38, 47, 48, and 51).
- 2. *Public Contact (non-Code Enforcement/non-application) / Information Requests/ Activity:*
  - Two (2): Status of demolition of dwelling by City on E and 8<sup>th</sup> Street and status of red-tag on dwelling at 10<sup>th</sup> and B Street.
- 3. *General Information / Public Contact for Planning-Involved Code Enforcement Activity:*
  - Please refer to Code Enforcement Monthly Activity report for details
- 4. *Butte County Building Permit Issuance:*
  - No report was provided at the time of the preparation of this report.
- 5. *Code Enforcement: General*
  - Please refer to attached *Code Enforcement Activity Report*.

Misc. Planning-related Communications/Updates:

- The City has been notified by the State of California Housing and Community Development Department (HCD) that various required reporting forms and documents are now due, or will be due soon, for previous City of Biggs CDBG and HOME program activities. Planning staff will be bringing forth a request for funding to prepare these reports as required at the October City Council meeting.
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Attachments:

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



**-CITY OF BIGGS -**  
**PLANNING DEPARTMENT ACTIVITY REPORT**  
**CODE ENFORCEMENT**

**August 2015/ September 2015**

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DATE: September 3, 2015  
TO: Honorable Mayor and Members of the City Council  
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer  
SUBJECT: Planning Department Monthly Activity Report – August 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:

As of August 18<sup>th</sup>, Code Enforcement is now in the office from 10am to 2pm.

Utility Shut-off Activity: For the month of August, there were 11 shut-offs. Within 24 hours, payments had been made and power was restored to all properties that are currently occupied.

On August 21, Code Enforcement issued a 48hr notice to abate Marijuana at 2966 Seventh Street. Abatement was confirmed within 48 hours by city staff and Gridley PD.

On August 26<sup>th</sup>, Code Enforcement Staff met with Butte County Building Department regarding Downtown abatement.

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

Trash	5
Landscape/Vegetation	4
Furniture/Appliances	2
Vehicles	5
Buildings and Structures	1
No Utilities	11
Misc. (Pools,Parking Limitations)	4