



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

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

PHONE: (530) 868-5493  
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DATE: October 13, 2015  
TO: Honorable Mayor and Members of the City Council  
FROM: Scott Friend, AICP - City Planner  
SUBJECT: Planning Department Monthly Activity Report – September/October 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: October 13, 2015
- Public Works Committee Meeting: September 18, 2015
- Downtown Biggs Code Enforcement Meetings/Discus (numerous)
- LAFCO Meetings regarding MSR and SOI documents (numerous)

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

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance:*  
No substantive update to provide. Staff has been unable to get confirmation from the State Department of Water Resources (DWR) on the status of either the Section 7 consultation request or the Section 106 verification application. Staff will continue to push for information this matter and will update the Council and City Administrator on any information received.
2. *Wastewater Treatment Plant Project Rezoning and Annexation:*  
Please see separate staff report.
3. *Municipal Services Review (MSR):*  
Working at the request of LAFCO Staff, the City submitted a separate Sphere of Influence Plan to the Butte LAFCO in support of the City's Sphere of Influence Update effort. As of the time of the preparation of this report, City staff has not had an opportunity to speak with the Executive Officer about the materials provided and thus continues to believe that the City's request to update the Municipal Services Review (MSR) and Sphere of Influence (SOI) will be submitted to the LAFCO Commission for consideration in either November or December of 2015.

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

No substantive changes or activities have occurred on any of the structures in the Downtown area since to issuance of formal "red-tag" notices. However, staff has had conversations with all but one of the property owners who received violation notice letters. Staff has not had any contact with the owner/ownership of the Colonia Hotel Building as of the preparation of this report. It is noted however that staff has been contacted by a prospective buyer of the property and a local realtor about the property.

Second notice letters have been sent to all of the properties originally receiving violation letters and all owners (one exception: Colonia Hotel property) have been contacted about those letters. Staff intends to continue with the abatement process as directed by the Council and as required by the Building and Municipal Codes.

It is noted that action agreements have been made with three of the affected properties (Fiedler, Montez and Ambagis). Staff will provide an update on the status of all three of these agreements at the Council meeting.

5. *CDBG Reporting:*

Please see separate staff report.

Monthly Department Activity Report:

1. *Applications / Planning Service Activities:*

- Applications: None

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

- Multiple. Subjects: Water use; dilapidated structures; demolition of dwelling at the SWC of Eighth and E Streets; and, modifications to the church structure the corner of Seventh and E 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:*

- Please see attached building permit activity reports.

Misc. Planning-related Communications/Updates:

- North Biggs Estates Project. The City of Biggs has now issued site plan approvals for all of the single-family lots in the North Biggs Estates project. CHIP currently anticipates starting construction on all remaining lots prior to the end of the calendar year.

Attachments (x2):

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



**-CITY OF BIGGS -**  
**PLANNING DEPARTMENT ACTIVITY REPORT**  
**CODE ENFORCEMENT**  
**September/October**

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

PHONE: (530) 868-5447  
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DATE: October 8, 2015  
TO: Honorable Mayor and Members of the City Council  
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer  
SUBJECT: Planning Department Monthly Activity Report –September 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:

Utility Shut-off Activity: For the month of September, there were 13 shut-offs. Within 24 hours, payments had been made and power was restored at all properties.

On September 1, 2015 a First Letter was sent to 2859 Sixth Street regarding Buildings and Structures. So far the owner has abated a shed structure and has cleaned up all the garbage and is now working on a plan to demolish the house.

On September 5th, Code Enforcement and the Butte County Building Department sent out First letters to the Downtown property owners. Five (5) of the property owners have made contact with the City and have submitted individual plans of abatement.

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

Trash	6
Landscape/Vegetation	2
Furniture/Appliances	2
Vehicles	3
Buildings and Structures	10
Utilities (Utilities were restored within 24 hours)	0
Misc. (Pools, Parking Limitations)	4



# Permits Issued - Summary by Type

Butte County

Date Range Between 9/1/2015 and 9/30/2015

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEEES CHARGED
ETRAKIT	1	\$4,000.00	\$319.00
REROOF RESIDENTIAL	1	\$4,000.00	\$319.00
MECH ELECTRIC PLUMB	1	\$1,100.00	\$156.00
ELECTRIC PANEL RES	1	\$1,100.00	\$156.00
MISCELLANEOUS	5	\$10,000.00	\$1,148.00
FIRE SUPPRESSION-RES	4	\$6,000.00	\$1,020.00
RE-ROOF RESIDENTIAL	1	\$4,000.00	\$128.00
RESIDENTIAL	3	\$389,919.46	\$4,760.47
SFD-CUSTOM/MODEL	1	\$133,112.04	\$1,599.38
SFD-MASTER PLAN	2	\$256,807.42	\$3,161.09
SOLAR ONLINE	1	\$5,171.00	\$445.00
SOLAR ROOF-RES	1	\$5,171.00	\$445.00
<b>Totals:</b>	<b>11</b>	<b>\$410,190.46</b>	<b>\$6,828.47</b>



# Permits Applied - Summary by Type

Butte County

Date Range Between 9/1/2015 and 9/30/2015

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEE CHARGED
MECH ELECTRIC PLUMB	1	\$1,100.00	\$156.00
ELECTRIC PANEL RES	1	\$1,100.00	\$156.00
MISCELLANEOUS	1	\$4,000.00	\$128.00
RE-ROOF RESIDENTIAL	1	\$4,000.00	\$128.00
SOLAR ONLINE	1	\$5,171.00	\$445.00
SOLAR ROOF-RES	1	\$5,171.00	\$445.00
<b>Totals:</b>	<b>3</b>	<b>\$10,271.00</b>	<b>\$729.00</b>