



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
November/December 2015

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PHONE: (530) 868-5493
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DATE: December 8, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – November/December 2015

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement Weekly Hours (+/-9 hr. per week)
- City Council Meeting: December 8, 2015
- Butte LAFCO MSR/SOIA Meeting: December 3, 2015
- Downtown Biggs Code Enforcement Meetings/Discussions (numerous)
- Downtown Property Owner Meeting with Mr. Gary Honan: December 1, 2015
- MSR/SOI Review Meeting with LAFCO Staff: Numerous
- Formal Consultation Meeting with Butte County Regarding the City's Sphere of Influence Request: November 24, 2015
- Meeting with Calif. Dept. of Fish and Wildlife: November 16, 2015

Major Project Activity and Work Effort Update:

1. *Wastewater Treatment Plant Land Application Project Environmental Compliance and Site Annexation and Entitlement Projects:*

A significant meeting was held with two (2) representatives of the California Department of Fish and Wildlife and five (5) representatives from the City on Tuesday, November 16th. The purpose of the meeting was to discuss comments on the project from CDFW and to allow the Department representatives to provide input on potential future construction-related actions and activities. Following the conclusion of the meeting, the feedback provided was discussed and staff continues to believe that the City is on the correct pathway in its pursuit of authorizations to construct the planned facility.

2. *Municipal Services Review (MSR) and Sphere of Influence (SOI) Amendment:*

As reported in November, LAFCO staff presented the Draft City of Biggs MSR and SOI plans to the Commission at its regular November meeting. No action was taken on the Plans at that meeting. The Plans and the City's request for a Sphere of Influence amendment will be formally considered by the Commission at its regular meeting on December 3rd. Staff will provide the Council with an update on the events of that

meeting via a verbal update as this report has been submitted prior to the December LAFCO hearing.

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

During the past month, staff has continued to talk with property owners in the Downtown and have had positive and constructive conversations with Mr. Gary Honan and various potential buyers of the Colonia Hotel property. As well, staff has spoken with two consultants who have been contacted by various building owners in the Downtown about the preparation of building safety and structural stability reports. Staff understands that three of the property owners who received red-tag notices are now working to engage professional assistance to review options for their structures. These conversations have focused on the buildings owned by Mr. Ott, Mr. Mathauser and Mr. Honan. Additionally, the building owned by the Ambagis' has seen the removal of the dangerous awning at the rear of the structure which has cleared the red-tag notice from that structure. Various property owners and potential consulting parties have been in contact with the County Building Department to address and better understand building code violation issues and to get direction on the pathway to removal of the red-tag notices.

At this time, staff has been contacted by all but two of the property owners who have received red-tag notices and a dialogue has been started with each party to address and present action plans to address violations. The only two parties who have not directly engaged the City in the formulation of a nuisance abatement action plan is Valverde and Hamilton LLC. Planning staff is working with the City Administrator and City Attorney to address both of these situations. As a result of the on-going dialogue with property owners, no formal code violation hearings have yet been scheduled however at least one (Hamilton LLC) is in process.

The action plans discussed for each of the buildings receiving red-tag notices are as follows:

Property Owner:	Action / Proposed Action:	Timeline:	Result:
Honan	Engagement of Architect /Engineer to prepare structural analysis	45-days	Temporary Suspension of Code Enforcement Hearing
Mathauser	Engagement of Architect /Engineer to prepare structural analysis	45-days	Temporary Suspension of Code Enforcement Hearing
Ott	Engagement of Architect /Engineer to prepare structural analysis	45-days	Temporary Suspension of Code Enforcement Hearing
Fiedler	Removal of front awning (completed); removal of rear-addition (in progress)	End of December	Temporary Suspension of Code Enforcement Hearing
Valverde	None – property currently in probate process	unknown	Staff is working with the City Attorney on an approach to this situation
Hamilton LLC	None	December	Staff is proceeding to schedule a Code Violation hearing in early January

Ambagis	Removal of rear-overhang / awning	Done	Red-tag removal currently in process
Montez	Demolition of existing structure	End of December	Temporary Suspension of Code Enforcement Hearing

A second prospective buyer of the Colonia Hotel Building has been in contact with staff on numerous occasions over the past few weeks. This party has expressed an interest in the construction of office and retail space on the ground-floor of the building and limited residential uses on the second and third floors. Staff will forward information to the Council on this opportunity when and if a formal submittal is made.

4. *CDBG Reporting:*

Draft reports have been completed in compliance with HUD and HCD reporting requirements. Planning staff is awaiting final financial inputs to complete the reports. It is anticipated that all of the reports will be submitted within one week of receiving the requested financial information.

5. *Housing Related Parks Grant:*

The Notice of Funding Availability (NOFA) for the *Housing Related Parks Grant* (HRPG) program was issued by the State during the week of November 2nd. The HRPG is a grant program designed to provide financial reward to City's permitting the development of deed-restricted low- and very-low income in their communities. The monies received from the program are required to be spent on parks and recreation amenities supporting the City and the residents of the low- and very-low income housing. Staff currently believes that the City of Biggs, due to the work in the North Biggs Estates project, may qualify for the receipt of a significant amount of money for parks and recreation purposes (\$75,000-110,000k). Staff has been in contact with the Grant program manager to address application requirements, timing, etc... It was staff's intention to seek authorization from the Council in December to initiate the preparation of a grant application however the webinar addressing grant submittal packages was postponed until the week of December 7th. Staff anticipates coming back to the Council in January with a request for funding to prepare an application for this program.

Monthly Department Activity Report:

1. *Land Development Applications: None*

2. *Planning Service Activities:*

- Applications: None
- Code Enforcement
- Agency review of Lot Line Adjustment at B Street and West Biggs-Gridley Road
- Consultation with BCAG re: Butte Regional HCP/NCCP
- Consultations with City Attorney and City Administrator regarding developing Medical Marijuana legislation/referendums

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

- One. Potential development of an undeveloped parcel on Aleut Street

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

- Please refer to Code Enforcement Monthly Activity report for details

5. *Butte County Building Permit Issuance:*
- *To be provided upon receipt.*

Misc. Planning-related Communications/Updates:

- None

Attachments (x2):

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



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CODE ENFORCEMENT

November/December 2015

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

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

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

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 November, there were 13 shut-offs. Within 24 hours, payments had been made and power was restored at all properties.

Downtown Code Enforcement / Hazardous Building Abatement:

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

Trash/ Trash containers	406 B Street 420 B Street 445 B Street 3143 Fifth Street 2965 Sixth Street 3018 Ninth Street 541 G Street 488 E Street 489 E Street 513 D Street
Landscape/Vegetation	2981 Tenth St
Furniture/Appliances	0
Vehicles	2981 Tenth St 444 D St
Buildings and Structures	479 St 483 St 499 B St 444 D St
Utilities (Utilities were restored within 24 hours)	13 2 of the 13 properties are vacant and all others were paid and turned back on within 24 hours
Misc. (Pools,Parking Limitations)	2981 Tenth St 444 D St



Permits Issued - Summary by Type

Butte County

Date Range Between 11/1/2015 and 11/30/2015

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEE CHARGED
Totals:	0		



Permits Applied - Summary by Type

Butte County

Date Range Between 11/1/2015 and 11/30/2015

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
MISCELLANEOUS	9	\$23,150.00	\$2,295.00
FIRE SUPPRESSION-RES	9	\$23,150.00	\$2,295.00
RESIDENTIAL	9	\$1,333,599.11	\$15,017.76
SFD-MASTER PLAN	9	\$1,333,599.11	\$15,017.76
Totals:	18	\$1,356,749.11	\$17,312.76