



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
January 2016 / February 2016

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

PHONE: (530) 868-5493
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DATE: February 9, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – January 2016 / February 2016

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement Weekly Hours (+/- 8 hr. per week)
- City Council Meeting: February 9, 2015
- Downtown Biggs Code Enforcement Meetings/Discussions (numerous)

Major Project Activity and Work Effort Update:

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

Annexation:

All public actions and agency decision making activities are now complete. The Planning Department is working with the City Engineer to re-submit a revised State Board of Equalization compliant legal description and map to the Butte LAFCO in support of the completion of the effort.

Project Permitting:

The Planning Department is currently awaiting the receipt of a formal project application and tracking number from the U.S. Fish and Wildlife Agency prior to initiating a more formal dialogue regarding outside intervention to address potential timing issues.

At this time, staff does not have any information about the potential timing of the assignment or transmission of this information to the City. However, staff will continue to monitor this to ensure that we know this information when it becomes available.

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

Significant actions continue to occur in the Downtown area as a result of the City's enhanced enforcement efforts. During the reporting period, work has been initiated to address issues and open opportunities at the Colonia Hotel (Shadd); demolition work has been initiated and is occurring at the property now owned by Mr. Dewsnup (formerly

Montez); active building structural analysis work is occurring at both the Ott property and the Matthauser property (roof-less structure); and, work has been initiated on the property on the north side of B Street owned by Mr. Purvis.

As all of these efforts are in a continual state of action, additional information will be provided to the Council on these efforts at the Council meeting.

3. *CDBG and HOME Program Reporting:*

At this time, all of the required CDBG and HOME program reports have been prepared and have been filed with the State. However.....the HCD has returned the reports and requested that the City re-submit the reports using a new set of template report forms. Additionally, the State has informed the City that we will need to prepare and adopt a new set of Program Income Re-Use Guidelines as a result of the State losing a lawsuit with the Federal Government relative to the use of federal monies for State grant programs. Working on behalf of the City, Michael Baker is attempting to figure out what exactly needs to be done by the City in this regard. Additional information will be provided to the Council when it becomes available.

4. *Housing Related Parks Grant:*

Staff has submitted the City's application for the Housing Related Parks Grant. Conversations with the State Program Manager have suggested that it will take 90-120 days before any additional information is know about the award of funds as a result.

Monthly Department Activity Report:

1. *Land Development Applications: None*

2. *Planning Services Activities:*

- Applications: None
- Code Enforcement: On-going
Update: Staff has been forced to temporarily suspend enforcement action on the abandoned home addressed as 2859 Sixth Street (Jasco) as the owner is awaiting the disconnection the existing gas meter from the property prior to the start of demolition activity. PG&E has indicated that they hope to be able to have the gas meter removed and the gas service line capped by the end of January.
- Consultations with City Attorney and City Administrator regarding code enforcement activities; the City's 8th Street property (ownership); the Butte Regional HCP/NCCP; and the SBFCA work on the City's waste water land disposal project site.

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

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:*

- Please refer to the attached reports from the Butte County Building Department

Misc. Planning-related Communications/Updates:

- Zoning Code Update: At the January City Council meeting, staff noted to the Council that it was their intention to bring to the Council a proposal to prepare an update to the City's Zoning Ordinance as a "next step" task in the process of updating the City's codes, plans and land use documents. Due to unforeseen events and questions remaining on the details of the task, staff was unable to get a proposal finished in time for the regular meeting of the City Council. It is staff's plan to have a proposal prepared in the coming days and if a special meeting of the Council is held later in the month, the item will be presented at that time. If no special meeting is held, the matter will be presented to the Council in March.
- At the beginning of every calendar year, multiple "standard" reports are required to be prepared by the Planning Department and submitted to the State. To this end, staff has begun working on the City's General Plan annual report; the City's State Board of Equalization geographic boundaries report and the State HCD's housing progress report. Upon completion of these tasks, staff will submit the required documents to their respective State agency. Upon completion of the City's General Plan Annual Report (inclusive of Housing Information), staff will present that document to the Council and request authorization to submit the document as required. Staff anticipates that action occurring in either March or April of this year.

Attachments (x2):

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



-CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
CODE ENFORCEMENT
January/February 2016

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

PHONE: (530) 868-5447
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DATE: February 4, 2016
TO: Honorable Mayor and Members of the City Council
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer
SUBJECT: Planning Department Monthly Activity Report – January 2016

DEPARTMENT ACTIVITY SUMMARY

Department Activity Summary:

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

Downtown Code Enforcement / Hazardous Building Abatement:

On January 5th, a hearing was held for William Hamilton at 479 B Street. Since then, the property has sold to Mike and Marci Shadd. Renovations and abatement have been consistent since the purchase of the property.

Mr. Kyle Dewsnup who purchased 483 B Street has torn down the building and is currently cleaning up the debris.

On January 26th, Mr. Alton Ott submitted his structural analysis that was completed by Summit Engineering in Chico. The report is currently being reviewed by the County Building Department and City Planner.

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

Trash/ Trash containers	420 B Street (2 nd notice) 469 E Street
Landscape/Vegetation	3042 Tenth Street (2 nd notice) 369 H Street
Furniture/Appliances	3042 Tenth Street (2 nd notice)
Vehicles	3042 Tenth Street (2 nd notice) 444 D Street (2 nd notice) 369 North Biggs Estate 357 North Biggs Estate
Buildings and Structures	444 D Street (2 nd notice)
Utilities (Utilities were restored within 24 hours)	0 (all were paid within 24 hours)



Permits Applied - Summary by Type

Butte County

Date Range Between 1/1/2016 and 1/31/2016

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEE CHARGED
MISCELLANEOUS	1	\$56,000.00	\$3,419.00
REMODEL	1	\$56,000.00	\$3,419.00
Totals:	1	\$56,000.00	\$3,419.00



Permits Issued - Summary by Type

Butte County

Date Range Between 1/1/2016 and 1/31/2016

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