- CITY OF BIGGS -

PLANNING DEPARTMENT ACTIVITY REPORT

February / March 2016

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

PHONE: (530) 868-5493
FAX: (530) 868-5239

DATE: March 8, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Scott Friend, AICP - City Planner

SUBJECT: Planning Department Monthly Activity Report – February/March 2016

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement Weekly Hours (+/- 8 hr. per week)
- City Council Meeting: March 8, 2016
- Downtown Biggs Code Enforcement Meetings/Discussions (numerous)
- Wastewater Treatment Phase I Close-out Work

Major Project Activity and Work Effort Update:

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

   No new information to report.

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, the following work was believed to have been undertaken:

   Colonia Hotel Property (Shadd): Internal and external work continues; the "accessory building" in the rear has been demolished; a fence permit has been approved for a new rear-yard fence.

   Dewsnup Property (formerly Montez): Demolition work has been completed and the front façade has been removed. Site clean-up is occurring.

   Mathauser Properties (Pheasant Club and roof-less structure): Building plans have been finalized and work is beginning to remove an unused electrical power drop; to repair the rear-facing roof and siding on the back of the Pheasant Club building; and to address the cracking in the structure. Plans have been prepared to remove the remaining walls of the "roof-less" building adjacent to the Pheasant Club (to the west) and to reinforce the walls of the two adjacent buildings. Staff understands that the agent for the property owner is working to submit buildings plans for this work during the week of 2/29-3/4. Additionally, the property owner has informed staff that a brick mason has been contacted to assess

opportunities to salvage the bricks on the walls of the building without a roof and to undertake the stabilization work on the adjacent buildings.

3. *CDBG and HOME Program Reporting*:
   Please refer to separate staff report for information.

4. *Housing Related Parks Grant*:
   Grant award notices will be distributed in June of 2016. No additional information is available at this time.

5. Wastewater Treatment Plant Project (Phase I): Michael Baker has prepared and submitted to the USFWS, a wastewater Phase I project close-out report documenting the projects compliance with USFWS mitigation measures and the approved Biological Assessment (BA) for the project. Approximately 16 hours were required to complete this task.

6. USDA Water Meter Replacement Project: Michael Baker has completed the required Statutory Worksheet for the project in furtherance of the NEPA requirements for project funding and has provided such to the Bennett Project Manager (Stacey Bennett). Approximately 22 hours were required for this task.

Monthly Department Activity Report:

1. *Land Development Applications: None*

2. *Planning Services Activities:*
   - Applications: Four (4)
   - Four (4) fence permits: Shadd; Minor; Headley; Kellett
   - Zoning Code Enforcement: Two (2) Violation Letter Sent (Accessory Buildings)
   - Initial Coordination with BCAG on Census 2020 activities and the determination of Census Tract and Block Group boundaries.

3. *Public Contact (non-Code Enforcement/non-application) / Information Requests/ Activity*:
   - Two inquiries requesting information regarding probable street improvements assuming the development of two different corner lots in the City.

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:
  Please see attached staff report for additional details on this matter.

- 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 – February 2016
- Building Permit Issuance / Application Reports – Butte County: February 2016

-CITY OF BIGGS -

PLANNING DEPARTMENT ACTIVITY REPORT

CODE ENFORCEMENT
February/March 2016

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

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

DATE: March 3, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Fillmore-Deniz - Code Enforcement Officer

SUBJECT: Planning Department Monthly Activity Report – February 2016

DEPARTMENT ACTIVITY SUMMARY:

Downtown Code Enforcement / Hazardous Building Abatement:

On February 19, property owner Steve Jasco obtained a demo permit and had the dilapidated house located at 2859 Sixth Street removed.

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

Landscape/Vegetation	445 Aleut Street 496 G Street 381 C Street 3107 Third Street 2978 Eighth Street 3081 Eighth Street 508 Aleut Street 3149 Second Street 485 D Street
Parking	2 (two) semi- trucks parking on 5th Street (no truck route)
Vehicles	3107 Third Street
Buildings and Structures	3007 Tenth Street 444 D Street 3060 Eighth Street 439 D Street (shed) 3086 Fifth Street (shed)
Utilities (Utilities were restored within 24 hours)	3060 Seventh Street (meter booted for construction without permits)

Permits Issued - Summary by Type

Butte County

Date Range Between 2/1/2016 and 2/29/2016

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
ETRAKIT	1	$4,800.00	$255.00
WOOD/PELLET STV RES	1	$4,800.00	$255.00
MECH ELECTRIC PLUMB	1	$3,000.00	$188.00
PLUMBING	1	$3,000.00	$188.00
MISCELLANEOUS	4	$14,900.00	$1,057.22
DEMOLITION	1	$1,500.00	$191.00
RE-ROOF RESIDENTIAL	2	$7,800.00	$332.80
SIGNS	1	$5,600.00	$533.42
Totals:	**6**	**$22,700.00**	**$1,500.22**

Permits Applied - Summary by Type

Butte County

Date Range Between 2/1/2016 and 2/29/2016

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
ETRAKIT	1	$4,800.00	$255.00
WOOD/PELLET STV RES	1	$4,800.00	$255.00
MECH ELECTRIC PLUMB	1	$3,000.00	$188.00
PLUMBING	1	$3,000.00	$188.00
MISCELLANEOUS	4	$14,900.00	$1,057.22
DEMOLITION	1	$1,500.00	$191.00
RE-ROOF RESIDENTIAL	2	$7,800.00	$332.80
SIGNS	1	$5,600.00	$533.42
Totals:	**6**	**$22,700.00**	**$1,500.22**