



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
April / May 2016

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

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

DATE: May 10, 2016
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – April/May 2016

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement Weekly Hours (+/- 5 hrs. per week)
- City Council Meeting: May 10, 2016
- BCAG Quarterly Regional Planning Directors Meeting (Thurs., 4/28)

Major Project Activity and Work Effort Update:

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

Annexation:

The Certificate of Completion for the Biggs-West Gridley Road #2 Annexation (16-03) for the wastewater land application parcels (and the Schor/Red Hill parcel) was filed and recorded by the Butte LAFCO on April 26th. Final procedural paperwork has been submitted to the State Board of Equalization (SBE) for this effort. At this time, the parcel is formally considered to be annexed to the City of Biggs by the Butte LAFCO. With the recordation of the Certificate of Completion, the City of Biggs P-Q, Public / Quasi-Public zoning is now controlling on the property.

Section 7 Consultation (environmental):

The City Administrator and the City Planner were contacted on Tuesday, May 03, 2016 by a representative of the US EPA acknowledging that EPA had received the required information about the project from the State Water Board and will be working on drafting a letter to the US FWS in the coming 1-2 weeks. The EPA project representative commented on the over 1800 pages of support documentation and text that she'd received and expressed hope that this process would be a smooth one. At this time and based on the engagement of US EPA on the project, no outside involvement is being sought or suggested at this time.

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

Actions continue to occur in the Downtown area as a result of the City's enhanced enforcement efforts. During the reporting period, the following events occurred:

Colonia Hotel (Shadd): Internal and external work continues; the City has contacted both the Shadd's and the Butte County Building Department to ensure that all work being completed is being done with the proper permits. With the exception of the wiring completed on the front balcony, it is believed at this time that all work completed to date has not required a building permit. Staff understands that the building owners are working with the Butte County Building Department to determine what work can and cannot be undertaken without the need for building permits.

- Dewsnup Property (vacant site): No plans for a future structure have yet been submitted.
- Mathauser Properties (Pheasant Club and roof-less structure): A Declaration of Public Nuisance was issued to the owner of the roof-less structure and a code enforcement violation hearing is in the process of being scheduled for later in the month of May.
- Honan Property (499 B Street): The previously scheduled code enforcement violation hearing is in the process of being rescheduled for later in the month of May.
- Kelly Purvis Property (Saddle Shop – 488 B): The previously issued 'stop work' notice is still in effect at this property. No permits have been acquired for the work that was initiated previously or for the work that remains. Staff has been in contact with an architect who was contacted by a potential tenant(s) who is working on a proposal to assist in getting the required plans and specifications prepared. The building owner, Mr. Kelly Purvis, has removed the air-handling equipment on the roof of the rear "awning" and has expressed an intent to re-build the rear "awning" to achieve compliance with the Building Code issue active at the site.
- Smith Property (444 D Street): A Declaration of Public Nuisance was issued to the owner of the structure and a code enforcement violation hearing is in the process of being scheduled for later in the month of May.
- Casey (3007th Street): A Declaration of Public Nuisance was issued to the owner of the structure and a code enforcement violation hearing is in the process of being scheduled for later in the month of May.

3. Mapping / GIS Parcel Viewer:

A link to the newly-unveiled City of Biggs Parcel Viewer GIS-based information tool has been added to the City's website on the home page (<http://www.biggs-ca.gov/>). A "Locales" layer has been added to the information showing the locations of notable locations in the community (e.g. parks, schools, city-owned facilities, etc.).

4. Zoning Code Update Budget Request:

See separate staff report for this item.

5. Lot Split/Parcel Map (3069 9th Street) Budget Request:

See separate staff report for this item.

Monthly Department Activity Report:

1. *Major Land Development/Entitlement Applications: One (1): Lot Split – Dhami (Aleut St.)*

2. *Planning Services Activities:*

- Applications: One (1) (lot split – Dhami)
 - Fence permits: None
 - Site Plan Reviews: None
- Zoning Code Enforcement (multiple): Weeds/Debris/Vegetation/Structure Condition

- Continued coordination with BCAG on the Butte Regional HCP/NCCP project.
3. *Public Contact (non-Code Enforcement/non-application) / Information Requests/ Activity:*
 - +/- 5-6; zoning check; clarification of code requirements regarding new fences; inquiry regarding the construction of a new garage; city limit line check; coordination with Butte County Building Department on permit matters, and, question regarding sidewalk repairs and responsibility.
 4. *General Information / Public Contact for Planning-Involved Code Enforcement Activity:*
 - Please refer to Code Enforcement Monthly Activity report for details
 - The fiscal year budget for Code Enforcement activities stands at 90% expended. As such, Code Enforcement activity has been scaled back to 4-5 hours per week through the end of the fiscal year. At this time, no new code enforcement actions or enforcement efforts beyond the processing of the four (4) nuisance hearings and the annual weed abatement effort will be initiated due to funding limitations.
 5. *Butte County Building Permit Issuance:*
 - Please refer to the attached reports from the Butte County Building Department

Miscellaneous / Information:

1. The Butte County Association of Governments (BCAG) moved into their new consolidated office / operations building located at 326 Huss Drive, Suite 150.
2. Elements of the Butte Regional HPC/NCCP document, not directly affecting the City of Biggs, have been put into a state of confusion due to a project application in the City of Biggs. However, BCAG staff indicate that they plan to continue to pursue adoption and implementation of the plan as it currently stands.
3. The California Department of Finance (DoF) circulated 2016 population projections on May 2nd. DoF is stating a City Population of 1,899 for the City of Biggs. This represents a 7.2% population increase between this time 2015 and 2016. On a percentage of population basis, excluding growth via annexation, 7.2% was one of the fastest population growth rates in the State of California.

Attachments (x2):

- Code Enforcement Activity Report – April 2016
- Building Permit Issuance / Application Reports – Butte County: April 2016



-CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
CODE ENFORCEMENT
April/May 2016

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

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

DATE: May 5, 2016
TO: Honorable Mayor and Members of the City Council
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer
SUBJECT: Planning Department Monthly Activity Report –April 2016

DEPARTMENT ACTIVITY SUMMARY:

Downtown Code Enforcement / Hazardous Building Abatement:

Code Enforcement averaged about 4 hours per week for the month of April due to budget constraints.

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Throughout the month of April, letters were sent out accordingly to the following violations:

Landscape/Vegetation	337 C Street 357 N Biggs Drive 410 E Street
Vehicles	540 F Street- Tractor truck and trailer 3042 Tenth Street- Fifth wheel parked in City right-of-way
Buildings and Structures	2990 Fourth Street 444 D Street 3007 Tenth Street



Permits Issued - Summary by Type

Butte County

Date Range Between 4/1/2016 and 4/28/2016

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
ETRAKIT	4	\$28,038.00	\$504.00
AC UNIT RESIDENTIAL	1	\$10,000.00	\$124.00
HVAC C/O RESIDENTIAL	1	\$3,038.00	\$124.00
REROOF RESIDENTIAL	2	\$15,000.00	\$256.00
MISCELLANEOUS	1	\$2,250.00	\$446.00
SIDING/STUCCO	1	\$2,250.00	\$446.00
Totals:	5	\$30,288.00	\$950.00



Permits Applied - Summary by Type

Butte County

Date Range Between 4/1/2016 and 4/28/2016

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
ETRAKIT	5	\$36,664.00	\$628.00
AC UNIT RESIDENTIAL	1	\$10,000.00	\$124.00
HVAC C/O RESIDENTIAL	2	\$11,664.00	\$248.00
REROOF RESIDENTIAL	2	\$15,000.00	\$256.00
MISCELLANEOUS	1	\$2,250.00	\$446.00
SIDING/STUCCO	1	\$2,250.00	\$446.00
Totals:	6	\$38,914.00	\$1,074.00