



## CITY OF BIGGS Planning Staff Report

**TO:** CITY OF BIGGS CITY COUNCIL

**FROM:** Scott Friend, AICP – City Planner

**MEETING DATE:** July 12, 2016; 6:30 p.m.  
Biggs City Hall, 3016 Sixth Street, Biggs, CA 95917

**SUBJECT:** Request for Application Fee Reimbursement – April Anderson for CUP  
#2016-01

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### REQUEST

A request by Ms. April Anderson for reimbursement of the cost of the application fee for Conditional Use Permit #2016-01 at 488 B Street. The amount being sought for reimbursement is \$741.25.

### DISCUSSION

Ms. Anderson has applied for a Conditional Use Permit (CUP) seeking a permit to open a fitness / training use in an existing commercial building located at 488 B Street. Biggs Municipal Code Section 14.120 establishes that “Public and private meetings and activities, including: pool and billiards hall; church, dancehall; exercise clubs, studios and training/instruction facilities; meeting hall – labor union, fraternal hall, etc.; studio – dance, voice, music” require the granting of a CUP by the City Council prior to the initiation of the use. Pursuant to Section 14.120 (.53), staff has determined that a CUP is required for the use that Ms. Anderson is seeking to establish.

Ms. Anderson has inquired of staff about her ability to receive a refund of her application fees for this purpose as she believes that the opening of new business in the Downtown should not cost as much as the CUP application fee (\$741.25). Ms. Anderson has prepared a letter in support of this matter for consideration by the Council. The letter is attached to this report as **Attachment A**. Staff has informed Ms. Anderson that only the City Council can grant fee reimbursement or fee waiver requests and that staff does not have the authority to grant such a request.

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

Potentially up to \$741.25.

### RECOMMENDATION

Staff recommends that the City Council consider and take action on the matter.

### ATTACHMENT(S):

- Application Fee Reimbursement letter from Applicant to the City Council

**Request to be included on the City Council Regular Meeting Agenda**

Please print the following information

Date: June 23, 2010

To: Clerk of the City Council

From: April Andersen

Address: 488 B St Biggs

Organization: TNT Group Training

Subject: Conditional use permit

Please include me in this meeting  
so that I may request a Refund  
for this permit. Thanks

April Andersen  
Signature

Regular Meetings are held on the second Tuesday of every month at 6:30 p.m. at City Hall.  
All requests must be received by 5:00 p.m. ten days in advance.

June 23, 2016  
April Andersen  
4841 Beaver Lane  
Olivehurst, CA. 95961  
530-218-6384  
RE: 488 B ST Conditional Use Permit.

Dear Mark Sorensen,

I am writing this letter in Hopes that I will be granted a refund for the Conditional use permit fee I had to apply for to run a small group training facility. I have been in the fitness industry for 17 years as a certified personal and group trainer and it is my passion to help change people's lives so that they may reach their goals by becoming healthier and fitter. I have never opened a business before, so this is my first Journey into this great opportunity I have been given. I will be providing a place in Biggs where people can come and learn how to get in shape and relieve some stress without the worries of not knowing what to do or how to do it. Small Group training is 8 to 10 people per group no more. It is kept small so that I may address any concerns one might have while doing a certain exercise as well as any issues that I may see while each individual is performing a movement. I believe this opening will benefit the community in a positive way by drawing the community to the downtown Biggs area creating revenue and giving the people of Biggs a closer place to home to travel to.

I am asking for a refund because I am a house hold of 8 with only one Income and I have used my income tax refund to take this adventure of starting a small group facility and need every penny to make this a success. Please consider all of this when the Board comes together to make a decision on this matter.

Thank you for your time and consideration.

Yours Truly,  
April Andersen

June 9, 2016  
Thursday 2:54 pm  
By: MARLEE

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\* City of Biggs \*  
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Receipt #.: 25084  
Register #.: 000  
Terminal ID: T1

3016 Sixth Street, P.O. Box 307 Biggs, CA. 95917 0307

I.D. Number

Amount Paid

TNTMP TENT MAP&OTHER FILNG

741.25

Cmt: APRIL ANDERSON APP FOR CONDITIONAL USE PERMIT

Check #	Check Amount	Cash	Amt Tendered	Total Paid	Change
	.00	741.25	741.25	741.25	.00

Paid By.: APRIL ANDERSON APP FOR CONDITIONAL USE PERMIT