



- CITY OF BIGGS -  
**PLANNING DEPARTMENT ACTIVITY REPORT**  
June/July 2016

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

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

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DATE: July 12, 2016  
TO: Honorable Mayor and Members of the City Council  
FROM: Scott Friend, AICP - City Planner  
SUBJECT: Planning Department Monthly Activity Report – June/July 2016

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#### **DEPARTMENT ACTIVITY SUMMARY**

##### Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement Weekly Hours (returned to normal staffing levels; avg. of 7-8hrs./wk.)
- Planning Contract Staffing Hours (returned to normal staffing levels; avg. of 6-7hrs./wk.)
- City Council Meeting: July 12, 2016
- Code Enforcement Nuisance Abatement Hearings: None scheduled

##### Major Project Activity and Work Effort Update:

1. *Wastewater Treatment Plant Land Application Project (Environmental Compliance):*

USFWS Section 7 Consultation (environmental):

City staff contacted the project contact at USEPA, Ms. Elizabeth Borowiec, requesting an update on the project status. Specific information was not available at the time. Staff will provide a verbal update to the Council at the July Council meeting if information becomes available.

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:

- *481 B Street – the "Pharmacy" Building.* The Planning Department was contact at the end of June by Marci Shadd (owner of the adjacent Colonia Hotel) whereby Mrs. Shadd indicated that she is working to purchase the property from the current owner (Fiedler). Mrs. Shadd indicated that she didn't have any specific plans for the structure but that she was not planning on tearing-down the building. Mrs. Shadd indicated that she was knowledgeable of the code enforcement issues at the site; acknowledged that the structure needed to be opened up (windows); acknowledged that substantial interior work was required; and, was informed that a code enforcement property lien had been filed on the address. Mrs. Shadd has since provided a copy of a building safety report to the City which documents that various interior hazards exist but notes that the overall structural

integrity of the structure is solid and that there appears to be no hazard of the structure collapsing or of elements of the façade of the structure falling. The report recommended that no public use or access be available to the site until such time as interior safety work was completed.

- *Mathauser (roof-less structure)*: No official progress has been made on the site and no permits are indicated as being applied for or granted for demolition purposes. A nuisance abatement lien has been placed on the property and will be updated as directed by the Code Enforcement Hearing Officer as a result of the June nuisance abatement hearing on the property.
- *Honan Property (499 B Street)*: No activity related to the structural condition of the building has been observed on the site and no permits are indicated as being applied for or granted for demolition purposes. A nuisance abatement lien has been placed on the property and will be updated as directed by the Code Enforcement Hearing Officer as a result of the June nuisance abatement hearing on the property.

Additional contacts and inquiries regarding activities in the downtown during the reporting period were as follows:

- *Kelly Purvis Property (Saddle Shop – 488 B Street)*: The building owner, Mr. Kelly Purvis, has removed the two air-handlers/swamp-coolers located at the rear of the structure and over the rear-awning. Mr. Purvis is now working with the Butte County Building Department to identify the actions required to rehabilitate the rear-awning structure in-lieu of removing the awning.
3. *Code Enforcement Nuisance Abatement Actions (non-downtown properties)*: The following Code Enforcement nuisance abatement actions occurred during the reporting period:
- *Smith (444 D Street)*: A nuisance abatement lien has been filed against the property as directed at the June nuisance abatement hearing and staff is pressing the owner to identify and advance the removal of the dwelling.
  - *Casey (3007 9<sup>th</sup> Street)*: Staff has contacted Mr. Casey about the condition and integrity of the safety fencing at the site. Mr. Casey has paid for and pulled the building permit to continue work at the site and has undertaken intermittent work on the structure since the pulling of the building permit.
4. *Zoning Code Update Budget Request*:
- Work on the update to the City's zoning and subdivision code update project continues. Michael Baker has reformatted and updated the zoning district use tables; has begun writing new zoning districts to more completely implement the City's General Plan; has begun work re-writing the Subdivision Code; and, has provided initial feedback on the GIS mapping overlay exercise. The next steps in the process will be as follows:
- Zoning Ordinance Update: Integrate new draft zoning districts into the Code; draft and present changes to various existing code sections (e.g. signs, definitions, use permits) to the Council for review (August); and, modify numbering and layout.
- Subdivision Code Update: Integrate and circulate to City staff, provisions addressing Lot Line Adjustments, Parcel Mergers, Lot Splits and parcel map waiver provisions.
- General Plan & Zoning Map Analysis: Prepare an overlay map showing areas of incongruity.

5. *Lot Split/Parcel Map (3069 9<sup>th</sup> Street:*  
On-hold pending update of City Subdivision Ordinance. Estimated timeline for completion is 90-120 days.

Monthly Department Activity Report:

1. *Major Land Development/Entitlement Applications: Two (2):*

**TPM 2016-02: Lot Split on Aleut Street (Dahmi).**

Project to be presented to the City Council in July for action. Please refer to separate staff report for details and action required.

**CUP 2016-01: Fitness Center at 488 B Street (Andersen).**

Project to be presented to the City Council in July for action. Please refer to separate staff report for details and action required.

2. *Planning Services Activities:*

- Applications:
  - Fence permits: None
  - Site Plan Reviews: None
  - Minor Home Occupation Permit: *None*

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

- +/- 8; zoning checks (x2); property line boundary inquiries (multiple); inquiry regarding lot split potential of an existing parcel; and, questions regarding SR2School project (x3).

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

- Please refer to Code Enforcement Monthly Activity report for specific Code Enforcement activity details
- July 1<sup>st</sup> represents that start of the new fiscal year for the City and for City Code Enforcement efforts. With the adoption of the FY15-16 budget, new funds have been approved for Code Enforcement services. As a result, the Code Enforcement Officer will again be providing an average of 7-8 hours of code enforcement services per week.
- It is noted to the Council that staff has already begun to receive questions and nuisance complaints in regard to the odor of marijuana. While July is generally early in the "odor season" for the cultivation of marijuana, the next 90-days represents that major nuisance odor period for outdoor cultivation (which is illegal in the City of Biggs). The Code Enforcement officer is currently investigating two potential growing locations in the City, both as a result of input and/or complaint.

5. *Butte County Building Permit Issuance:*

- *Please refer to the attached reports from the Butte County Building Department (to be provided prior to the Council meeting)*

Miscellaneous / Information:

1. Housing Related Parks Program Grant Awards Announced June 30<sup>th</sup>, 2016. Congratulations to the City of Biggs for qualifying for grant funds in the amount of...*drumroll, please...* (see separate staff report for more details ©).

Attachments (x2):

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



**-CITY OF BIGGS -**  
**PLANNING DEPARTMENT ACTIVITY REPORT**  
**CODE ENFORCEMENT**  
**June/July 2016**

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

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

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DATE: July 6, 2016  
TO: Honorable Mayor and Members of the City Council  
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer  
SUBJECT: Planning Department Monthly Activity Report –June 2016

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**DEPARTMENT ACTIVITY SUMMARY:**

As of July 1, CE has resumed back to 7-8hrs per week.

Downtown Code Enforcement / Hazardous Building Abatement:

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Code Enforcement Nuisance Abatement Actions (non-downtown properties): The following Code Enforcement nuisance abatement actions occurred during the reporting period:

Smith (444 D Street): A nuisance abatement lien has been filed against the property as directed at the June nuisance abatement hearing and staff is pressing the owner to identify and advance the removal of the dwelling.

Casey (3007 Tenth Street): Staff has contacted Mr. Casey about the condition and integrity of the safety fencing at the site. Mr. Casey has paid for and pulled the building permit to continue work at the site and has undertaken intermittent work on the structure since the pulling of the building permit.

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

|                          |  |
|--------------------------|--|
| Landscape/Vegetation     | 337 C Street<br>357 N Biggs Drive<br>410 E Street<br>3007 Tenth Street |
| Utilities                | 409 F Street<br>490 G Street   |
| Buildings and Structures | 444 D Street<br>3007 Tenth Street                                      |



## Permits Issued - Summary by Type

Butte County

Date Range Between 6/1/2016 and 7/31/2016

| PERMIT TYPE          | NUMBER OF PERMITS<br>ISSUED | VALUATION           | FEES CHARGED      |
|----------------------|-----------------------------|---------------------|-------------------|
| ETRAKIT              | 1                           | \$25,758.00         | \$576.00          |
| REROOF COMMERCIAL    | 1                           | \$25,758.00         | \$576.00          |
| MECH ELECTRIC PLUMB  | 2                           | \$3,700.00          | \$665.00          |
| ELECTRIC PANEL RES   | 1                           | \$1,700.00          | \$156.00          |
| PLUMBING             | 1                           | \$2,000.00          | \$509.00          |
| MISCELLANEOUS        | 6                           | \$75,000.00         | \$5,450.00        |
| DEMOLITION           | 1                           | \$3,000.00          | \$191.00          |
| FIRE SUPPRESSION-RES | 1                           | \$4,000.00          | \$255.00          |
| REMODEL              | 2                           | \$56,000.00         | \$4,308.00        |
| RE-ROOF RESIDENTIAL  | 2                           | \$12,000.00         | \$696.00          |
| <b>Totals:</b>       | <b>9</b>                    | <b>\$104,458.00</b> | <b>\$6,691.00</b> |



## Permits Applied - Summary by Type

Butte County

Date Range Between 6/1/2016 and 6/30/2016

| PERMIT TYPE          | NUMBER OF PERMITS ISSUED | VALUATION          | FEES CHARGED      |
|----------------------|--------------------------|--------------------|-------------------|
| ETRAKIT              | 1                        | \$25,758.00        | \$576.00          |
| REROOF COMMERCIAL    | 1                        | \$25,758.00        | \$576.00          |
| MECH ELECTRIC PLUMB  | 2                        | \$3,700.00         | \$665.00          |
| ELECTRIC PANEL RES   | 1                        | \$1,700.00         | \$156.00          |
| PLUMBING             | 1                        | \$2,000.00         | \$509.00          |
| MISCELLANEOUS        | 4                        | \$19,000.00        | \$1,142.00        |
| DEMOLITION           | 1                        | \$3,000.00         | \$191.00          |
| FIRE SUPPRESSION-RES | 1                        | \$4,000.00         | \$255.00          |
| RE-ROOF RESIDENTIAL  | 2                        | \$12,000.00        | \$696.00          |
| <b>Totals:</b>       | <b>7</b>                 | <b>\$48,458.00</b> | <b>\$2,383.00</b> |