



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
July/August 2016

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

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

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement Weekly Hours (avg. of 7-8hrs./wk.; Tues & Wed. from 10am-2pm)
- Planning Contract Staffing Hours (avg. of 6-7hrs./wk.)
- City Council Meeting: August 9, 2016
- Code Enforcement Nuisance Abatement Hearings: *None scheduled*
- Housing Related Grant Program Cmte. Meeting #1: August 9th at 5:00pm

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. Ms. Borowiec has indicated that per the schedule from the USFWS, the Service has until October 15th to provide formal consultation response. Staff has previously identified this as being "due" in mid-August however the Service's schedule shows mid-October as the comment end period. Staff has pressed for both speed and early-review comments but so far these efforts have been met with deafening silence.

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

As we enter the late-summer period, staff's code enforcement efforts are shifting away from efforts in the downtown-area to the identification, monitoring and pursuit of marijuana-related matters, trash receptacle violations, and abandoned vehicle abatement.

A meeting was held on July 27th with Mr. Sorensen and Ms. Mattos to discuss how the code enforcement officer can more efficiently organize files for all-staff access and better communicate case status' to city hall staff to facilitate the flow of information to residents who receive code violation notices. Efforts in this regard will continue as change results are refined.

The following active cases of note are or were in process at the time of the preparation of this report:

- *Marijuana-related: (487 D Street)*: Staff is continuing to monitor the property but believes that the growing/drying activities that were reported as identified as possibly occurring at the site weren't and/or are no longer present. Both Code Enforcement and Police Department staff have visited the site and surveyed the property with no evidence of growing or drying activity occurring at the present time. It is noted that the odor issues that were previously present appear to be no longer an issue.
- *Smith (444 D Street)*: Staff has been contacted by the property owner indicating that a demolition permit has been pulled for the property and that clean-up and demolition efforts have been started. The property owner has asked for leniency on this matter due to medical issues and resource limitations. Staff has indicated that as long as active efforts are being made to address the situation that the City will work with the property owner on this situation.
- *Casey (3007 9th 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. Mr. Casey has indicated that he will address the fencing deficiency at the site during the week of August 1-5.
- *Davis - Diamond Match Bldg. (2997 Eighth Street)*: Code Enforcement staff has sent a violation notice to the property owner to address various issues to include fascia board/building condition issues, weeds and debris.

3. *Land Use / Development Activity:*

- *Dhami (Vacant Lot – C Street)*: The property owner, Mr. Sunny Dhami, has cut a number of oak trees on the parcel following the approval of the parcel map to split the property. He has indicated that this action is being taken to secure and prepare the site for subsequent development.
- *Adkins (535 F Street)*: Acting at the request of the Planning Department, the Butte County Building Division posted a "stop work" at 535 F Street. The Code Enforcement Officer and City Planner observed that un-permitted and un-approved construction was occurring in the rear-yard area of the parcel. A review of both City and County files has indicated that no site plan was approved for the project and building permits were not acquired for the work. The Planning Department has issued a Notice of Violation to the property owner (Ms. Cami Adkins) directing her to stop all work and proceed with the appropriate submittals. Based upon a cursory review of the site and parcel layout, staff is unsure as to whether or not the construction, as built, will be able to comply with rear-yard setback requirements.

4. *Zoning Code Update:*

Please refer to separate staff report.

Monthly Department Activity Report:

1. *Major Land Development/Entitlement Applications: None.*

2. *Planning Services Activities:*
 - Applications:
 - Fence permits: Three (3080 Fifth St.; 2992 Tenth St.; 2833 Sixth St.)
 - Site Plan Reviews: One (3081 Eighth St. (Dustin))
 - Minor Home Occupation Permit: *None*
3. *Public Contact (non-Code Enforcement/non-application) / Information Requests/ Activity:*
 - Multiple; zoning check (Downtown-area); tree removal (x2); parcel division; and, questions regarding SR2School project.
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.
 - August / September Code Enforcement targeted items:
 - Marijuana.
 - Abandoned and Inoperable Vehicles.
 - Refuse containers.
5. *Butte County Building Permit Issuance:*
 - *Please refer to the attached reports from the Butte County Building Division.*

Miscellaneous / Information:

1. Housing Related Parks Program Grant (HRPG) Project Committee:
The first meeting of the HRPG project committee is scheduled for Tuesday, August 9th at 5:00pm.

Attachments (x2):

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



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

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

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

DATE: August 2, 2016
TO: Honorable Mayor and Members of the City Council
FROM: Nicole Fillmore-Deniz - Code Enforcement Officer
SUBJECT: Planning Department Monthly Activity Report –July 2016

DEPARTMENT ACTIVITY SUMMARY:

1. Downtown Code Enforcement / Hazardous Building Abatement:

As we enter the late-summer period, staff's code enforcement efforts are shifting away from efforts in the downtown-area to the identification, monitoring and pursuit of marijuana-related matters, trash receptacle violations, and abandoned vehicle abatement.

A meeting was held on July 27th with Mr. Sorensen and Ms. Mattos to discuss how the code enforcement officer can more efficiently organize files for all-staff access and better communicate case status' to city hall staff to facilitate the flow of information to residents who receive code violation notices. Efforts in this regard will continue as change results are refined.

The following active cases of note are or were in process at the time of the preparation of this report:

- Marijuana-related: (487A & 491 D Street). Staff is continuing to monitor both properties but believes that the growing/drying activities that were reported as identified as possibly occurring at the site weren't and/or are no longer present. Both Code Enforcement and Police Department staff have visited the site and surveyed the properties with no evidence of growing or drying activity occurring at the present time. It is noted that the odor issues that were previously present appear to be no longer an issue.

- Smith (444 D Street): Staff has been contacted by the property owner indicating that a demolition permit has been pulled for the property and that clean-up and demolition efforts have been started. The property owner has asked for leniency on this matter due to medical issues and resource limitations. Staff has indicated that as long as active efforts are being made to address the situation that the City will work with the property owner on this situation.

- 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. Mr. Casey has indicated that he will address the fencing deficiency at the site during the week of August 1-5.
- Davis - Diamond Match Bldg. (2997 Eighth Street): Code Enforcement staff has sent a violation notice to the property owner to address various issues to include fascia board/building condition issues, weeds and debris.

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

Unlawful outdoor storage	3055 Fourth Street 3069 Fourth Street 3044 Fifth Street 487 C Street 381 C Street 481 C Street 485 D Street 3019 Tenth Street 480 D Street 480 Aleut Street 3034 Ninth Street 2997 Eighth Street 576 C Street
Marijuana	487-A and 491 D Street



Permits Applied - Summary by Type

Butte County

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

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
COMMERCIAL	1	\$1,821.53	\$382.00
B OFFICE TENANT IMP	1	\$1,821.53	\$382.00
MECH ELECTRIC PLUMB	1	\$5,634.00	\$124.00
WATER HEATER C/O RES	1	\$5,634.00	\$124.00
MISCELLANEOUS	3	\$63,100.00	\$1,779.00
DEMOLITION	1	\$2,500.00	\$191.00
REMODEL	1	\$60,000.00	\$1,400.00
REPAIR	1	\$600.00	\$188.00
Totals:	5	\$70,555.53	\$2,285.00



Permits Issued - Summary by Type

Butte County

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

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
ETRAKIT	1	\$8,626.00	\$124.00
HVAC C/O RESIDENTIAL	1	\$8,626.00	\$124.00
MECH ELECTRIC PLUMB	1	\$5,634.00	\$124.00
WATER HEATER C/O RES	1	\$5,634.00	\$124.00
MISCELLANEOUS	3	\$138,892.00	\$2,527.84
DEMOLITION	1	\$2,500.00	\$191.00
PRIVATE GARAGE/SHOP	1	\$135,792.00	\$2,148.84
REPAIR	1	\$600.00	\$188.00
Totals:	5	\$153,152.00	\$2,775.84