



- CITY OF BIGGS -  
**PLANNING DEPARTMENT ACTIVITY REPORT**  
**October/November 2016**

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

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

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DATE: November 8, 2016  
TO: Honorable Mayor and Members of the City Council  
FROM: Scott Friend, AICP - City Planner  
SUBJECT: Planning Department Monthly Activity Report – October/November 2016

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#### **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 5-7hrs./wk.)
- City Council Meeting: November 8, 2016
- Code Enforcement Nuisance Abatement Hearings: *None scheduled*
- Housing Related Grant Program Ad Hoc Cmte.: *see separate report*
- BCAG HCP/NCP Elected Officials Stakeholder Meeting: Friday, October 28<sup>th</sup>

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

1. *Housing Related Parks Grant:*

Staff has submitted a separate staff report seeking Council authorization to sign the formal funding agreement with the State for the pursuit of future parks project in the City. As part of this effort, our State representative for the program has recommended that we not pursue further discussion of alternatives or programming options until such time as the contract has been executed by both parties.

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

- No new actions or activities to report at this time.

3. *Code Enforcement – (general):*

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

- *Marijuana-related:* Staff is currently investigating a complaint that was received in regard to the marijuana-related odor complaints within 250' of a school. At this time, no further details are known. Staff will provide additional information if or when it becomes available.

4. *Land Use / Development Activity:*

- *Dhami (various locations):* Staff is continuing to work with Mr. Dhami in regard to his various projects in the City. As identified below in this report, staff has approved a site plan for a new residential structure on the north side of Aleut Street (formerly owned by Jorgensen). The proposed structure has a +/-3,040 footprint (includes garage and covered patios) and is a 4-bedroom single family dwelling.
- *Adkins (535 F Street):* As identified below, staff issued a Fence Permit approval letter to Ms. Adkins/Bivert at 535 F Street. The approval contained the approval for a new front-yard and side-yard fence on 9<sup>th</sup> and F Streets and included fence rehabilitation elements for the portion of existing fencing on 10<sup>th</sup> Street.
- *Yeltatzie (3110 Fourth Street):* As identified below, staff approved a site plan for a covered patio cover at an existing residence located at 3110 Fourth Street.
- The Planning Department is working with the Public Works Superintendent to secure a signed acknowledgement from the homeowner documenting that the recently constructed fence (Acevedo) is located on the public street right-of-way and that should a reason present itself in the future resulting in the need to remove the fence, that the fence will be removed as a result.

5. *Zoning Code Update Project:*

As a result of the discussion that occurred at the October Special Council meeting / work session on the 25<sup>th</sup> of October, staff will be continuing the discussion with the Council focusing on the draft *Zoning Use Table / Matrix* for the zoning code update project and will be presenting information related to the proposed Administrative Use Permit process. That meeting is anticipated to occur on the 22<sup>nd</sup> of November.

Monthly Department Activity Report:

1. *Major Land Development/Entitlement Applications: None*
2. *Planning Services Activities:*
  - Applications:
    - Fence permits: *Two (2) Pending Applications. 3090 Third Street (Fence Permit) and 366 B Street (Fence Permit).*
    - Site Plan Reviews: None
    - Other: *None*
3. *Public Contact (non-Code Enforcement/non-application) / Information Requests/ Activity:*
  - Multiple: One (1) – Status check on Aleut Street development activities.
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.
  - October Code Enforcement focus items:
    - Abandoned and Inoperable Vehicles.
    - Un-permitted construction activities.

5. *Butte County Building Permit Issuance:*
- *To Be Provided Upon Receipt.*

Miscellaneous / Information:

Nothing to report at this time.

Attachments (x5):

- Code Enforcement Activity Report – October 2016
- Building Permit Issuance / Application Reports – Butte County: October 2016
- Site Plan Approval Letter – Dhami (Aleut Street)
- Fence Permit Approval Letter – Adkins/Bivert 535 F Street
- Site Plan Approval Letter – Yeltatzie 3110 Fourth Street



## Permits Issued - Summary by Type

Butte County

Date Range Between 10/1/2016 and 10/31/2016

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
<b>COMMERCIAL</b>	1	\$1,821.53	\$509.00
B OFFICE TENANT IMP	1	\$1,821.53	\$509.00
<b>ETRAKIT</b>	1	\$484.00	\$128.00
WINDOW/GLASS DOOR	1	\$484.00	\$128.00
<b>MISCELLANEOUS</b>	2	\$60,400.00	\$1,669.47
PATIO COVER/CVD PCH	1	\$400.00	\$269.47
REMODEL	1	\$60,000.00	\$1,400.00
<b>Totals:</b>	<b>4</b>	<b>\$62,705.53</b>	<b>\$2,306.47</b>



## Permits Applied - Summary by Type

Butte County

Date Range Between 10/1/2016 and 10/31/2016

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
MISCELLANEOUS	2	\$40,400.00	\$1,028.97
PATIO COVER/CVD PCH	1	\$400.00	\$269.47
PRIVATE POOL	1	\$40,000.00	\$759.50
<b>Totals:</b>	<b>2</b>	<b>\$40,400.00</b>	<b>\$1,028.97</b>



Planning Department  
465 C Street / P.O. Box 1134  
Biggs, CA 95917  
Phone: (530) 868-5447  
Fax: (530) 868-5392

October 28, 2016

Mr. Sunny Dhami (applicant) <SAME> (owner)  
824 Santi Court  
Biggs, CA 95917

RE: **Site Plan Approval Letter: for SPR#2016-07 – Aleut Street – Biggs, CA.**  
APN# 001-150-070  
Request for Site Plan approval proposing the construction of a new 3,040+/- square foot house.

Dear Mr. Dhami:

The City of Biggs Planning Department has reviewed your site plan application and plot plan for the construction of a new single family dwelling on Aleut Street. Based upon the information provided, it is our understanding that you seek authorization to construct a new 3,040 square foot home.

Based upon the City's review of your plot plan and the application of the standards contained in Section 14.105; *R-1 Single-Family Residential Zoning District* and Chapter 14.60; *Development Standards – General*, of the Biggs Municipal Code, the City of Biggs Planning Department has **approved** the construction of a new dwelling unit as located and depicted on the plot plan and subject to the following comments and conditions:

**Comments/Conditions:**

1. All Planning and Building application(s) shall be filled out completely and fee(s) paid to all City and County departments that are applicable before any construction begins.
2. The applicant shall pay all actual costs for City review and inspection services.
3. This approval shall only be applicable to the construction of the new housing structure to be located on Aleut Street (APN#: 001-150-070) in the City of Biggs and located in accordance with the approved Site Plan (attached).
4. If one or more of the following conditions is not met with respect to all its terms, then this approval may be revoked.

5. All plans for future construction, which are not covered by this review, shall be submitted to the City Planning and the County Development Department for review and approval. Please note that this approval is provided for the *site plan* only. Building Plans shall be submitted to the Butte County Development Services Department – Building Division for formal review and approval prior to the initiation of any work on the site. The project applicant (Dhami) shall be responsible for making all required building department submittals and for the receipt of all required permits and approvals for the project.
6. The development of the site shall be in accordance with the approved plans submitted and on file in the City of Biggs Planning Department. All aspects of construction must be completed prior to occupancy. Modifications to plans or exceptions to completion may be granted only by the City authority that approved the project.
7. All requirements of the Engineering/Public Works Department shall be completed prior to occupancy.
8. Grading shall be done during periods of dry weather and protective measures shall be incorporated during grading to prevent siltation from any grading project halted due to rain.
9. The applicant shall be responsible for all street improvements to include curb, gutter, sidewalk and street paving, as approved by the City Engineer.
10. All connections to City infrastructure, to include water, sewer and storm drains, shall be reviewed, approved and inspected by the City of Biggs Public Works and Engineering Departments **prior to** the initiation of any construction activity and/or covering of the improvements.
11. Any relocation or rearrangement of existing utility services to accommodate the project will be at the developers' expense.
12. No building of structures shall be permitted over any underground utilities or within any existing utility easements.
13. The applicant shall notify the City of Biggs Public Works / Engineering Department that an inspection has been requested through the Butte County Building Department concurrently with the placement of such request with the County.
14. The project is approved consistent with the proposed site plan submitted to the City of Biggs along with request number SPR#2016-07 and dated October 3, 2016.
15. The property owner shall ensure that no actions associated with this approval modify site drainage conditions or result in new off-site drainage conditions in a manner that results in new drainage or a change in drainage flow patterns to any off-site parcels.

The City of Biggs Planning Department thanks you for the submittal of your project and thanks you for helping to improve the City. Please feel free to contact me at 868-5493 or 513-5974 if you have any questions about the contents of this letter or about the details of this approval or the review of your project.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Friend", written in a cursive style.

Scott Friend, AICP, City Planner  
City of Biggs Planning Department

Attachment:

- Copy of the Stamped-as-Approved Site Plan / Plot Plan
- Copy of City of Biggs R-1 Single-Family Residential Zoning District and Development Standards – General Standards and Requirements

AREAS

Front Yard Landscape = 690sf (driveway/sidewalks)  
 Landscape = 1,110sf (1 tree + minimum 6 shrubs + 886 sf turf)  
 Side/Back Yard Future By Owner = 2,960sf (combination hardscape & landscape)  
 House Footprint = 3,040sf (including garage & covered porches)  
 Total = 7,800sf

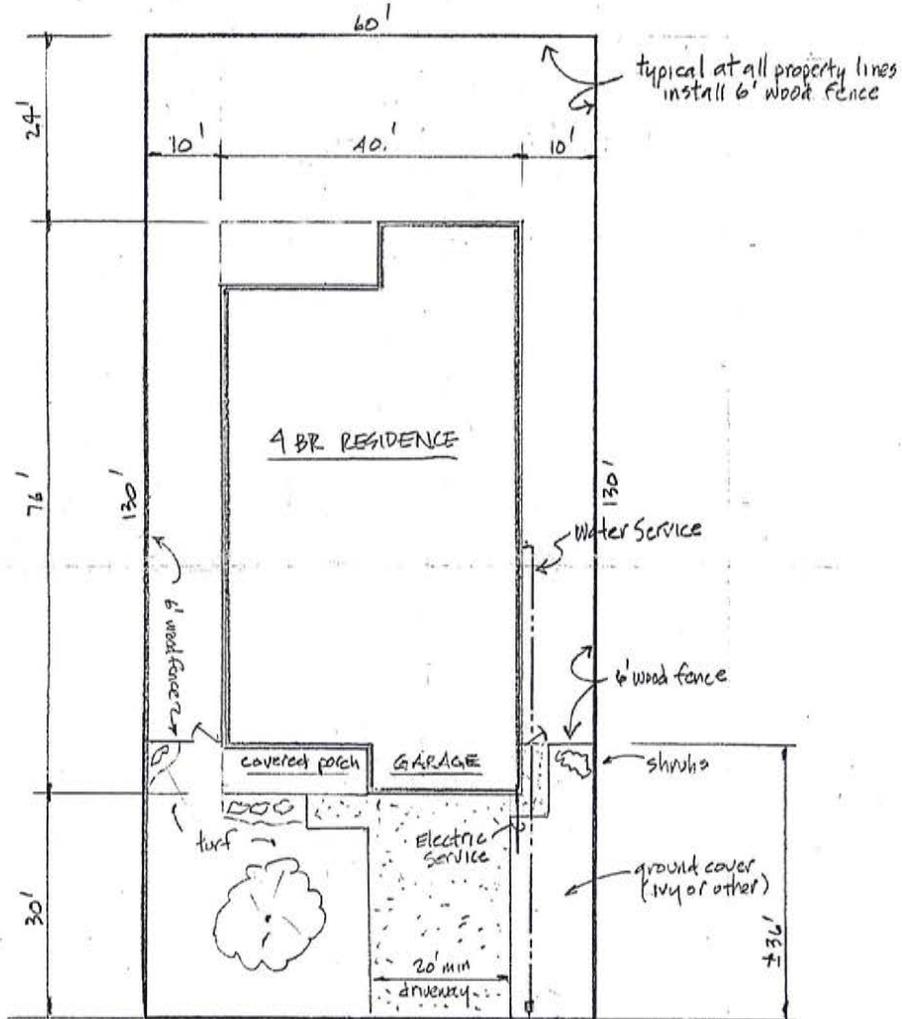
**APPROVED**

City of Biggs  
 Planning Department

*[Signature]*  
 10/28/16

GENERAL NOTES

- 1- Landscape irrigation by drip system with rain sensor capability.
- 2- House to be painted with neutral color and contrasting trim.
- 3- No off-site improvements are anticipated.
- 4- Fences will not be painted.



ALEUT ST.

SITE PLAN 1"=16'  
 APN 001-150-070

4 BR. RESIDENCE (New Construction)		OWNER: Mr. Sunny Dhami
Location: Aleut St., City of Biggs, CA	Date: August, 2016	Sheet 1 of 1



Planning Department  
465 C Street / P.O. Box 1134  
Biggs, CA 95917  
Phone: (530) 868-5447  
Fax: (530) 868-5392

September 29, 2016  
*Updated: October 28, 2016*  
Cami Bivert (Applicant)  
535 F Street  
Biggs, CA 95901

RE: **Fence Permit Application F2016-09** –535 F Street – Biggs, CA.  
APN# 001-165-007  
Request for Approval to Replace a Portion of an Existing Fence and Construct an  
Additional New Wooden Fence

**CONDITIONAL APPROVAL LETTER**

Dear Ms. Bivert,

The City of Biggs Planning Department has received and reviewed your application for a fence permit seeking authorization to reconstruct portions of an existing fence and install a new section of fence at 535 F Street. The replacement-in-kind fencing will extend 47-feet along the northwest corner of the property. The new 6-foot tall section of fencing will extend 29-feet along the rear-yard and 46.4-feet along the east side-yard. The new 3-foot tall fencing would extend 29.6-feet along the east side-yard and 104.9-feet in the front yard. The City understands from your application that the fence will be a maximum of six (6) feet in height. *Please note that with this letter, the City of Biggs has approved a portion of the proposed project (proposed new fencing) and has taken no action on a portion of the request (repair / replacement-in-kind).*

Section 14.60.080 of the Biggs Municipal Code (BMC), establishes that the maximum fence height permitted in a rear- or side-yard area of property in a residential zone is **6 feet without a use permit** and 8 feet with an approved use permit.

Zoning District	Maximum Height	
	Without a Use Permit	With a Use Permit
<i>Residential Zone District</i>		
Front Yard	4'	6'
<b>Side Yard</b>	<b>6'</b>	8'
<b>Rear Yard</b>	<b>6'</b>	8'
<i>Nonresidential Zone</i>	6'	8'

As understood by the city, the application reflects the intent to replace the 6 foot boards on the existing fence adjacent to F Street and a short length of the existing fence on 10<sup>th</sup> Street. Currently, the fence is over four (4) feet in height and is therefore nonconforming because it is taller than maximum permitted height. However, section 14.45.080 (1) of the Biggs Municipal Code reads as follows:

*(1) Only such repairs as are a part of normal, necessary maintenance shall be permitted in nonconforming buildings or structure.*

Though the existing fence is nonconforming, the City of Biggs allows necessary maintenance to nonconforming structures. The Planning Department strongly encourages the modification of the proposed fence to comply with the development standards for fences put forth in the Biggs Municipal Code. Biggs Municipal Code Section 14.60.080 (5) reads as follows:

*(5) No fence greater than four feet in height, or three feet in height within a sight visibility triangle area, may be allowed within the public right-of-way. Fences may be permitted to be located within the city right-of-way upon the written approval of the city administrator. No fence shall be constructed or maintained which interferes with or otherwise impedes access to a public sidewalk, fire hydrant or street sign or which presents a public safety hazard, and all fences permitted to be located within the public right-of-way shall require the issuance of an encroachment permit stating that the fence may be removed by the city or a public service provider in the event that work within the right-of-way is required.*

At this time and based upon the Conditions of Approval shown below, the City has approved the proposed additional fence with a maximum height of 6 feet along the rear and street side-yard (east) property lines, and with a maximum height of 3 feet along the front yard (north). The City cannot and does not approve the proposed replacement-in-kind fencing for the existing noncompliant fence at the northwest corner of F and 10<sup>th</sup> Streets (north and western front and side-yard areas) and encourages modifications to the existing fence (reduce height from 6' to 4') in compliance with Section 14.60.080 (5).

Pursuant to Section 14.60.080 of the Biggs Municipal Code, the City of Biggs Planning Department hereby **approves** a fence permit for the proposed project and repairs as further described above subject to the following comments and conditions:

**Comments/Conditions:**

1. The maximum height of the fence, including all posts and any decorative detail elements, shall not exceed six (6) feet in height in the rear and side yard areas. This height limit shall apply to all posts and ornamental features in addition to the actual fence panels and boards.
2. The proposed section of new fencing shall be located a minimum of one (1) foot behind the back edge of an existing or planned sidewalk, pedestrian path, bike path or recognized public access way. **Contact City Public Works to determine fence set back location.**
3. The fence shall be constructed entirely on the private property owned or occupied by the applicant.

4. Strictly replacement-in-kind repairs are prohibited to the existing fence along the north western property lines. **Structural alterations other than repairs shall not be permitted in buildings or structures in which a nonconforming use exists (Section 14.45.080).**
5. This approval shall only be applicable to the proposed fence construction to be located in the side, front, and rear yard areas of the 535 F Street residential property.
6. No additional work shall be undertaken beyond that described in this approval letter unless and until a subsequent fence permit is filed and approved by the Planning Department.
7. The project shall be constructed consistent with the proposed schematic / fence plan submitted to the City of Biggs along with request number F2016-09 and dated and signed by the City on September 23, 2016.
8. The property owner shall be responsible for the maintenance of the fence and all screening material affixed to or made a part of the subject fence.
9. The property owner shall ensure that no actions associated with this approval modify site drainage conditions, result in new off-site drainage issues or negatively impact adjacent properties.
10. The use of barbed wire or electrified fencing material is strictly prohibited.

The City of Biggs Planning Department thanks you for the submittal of your project and thanks you for helping to improve the City. Please feel free to contact me at 894-3469 ext. 13214 if you have any questions about the contents of this letter or about the details of this approval or the review of your project.

Sincerely,



Scott Friend, AICP, City Planner  
City of Biggs Planning Department

Attachments:

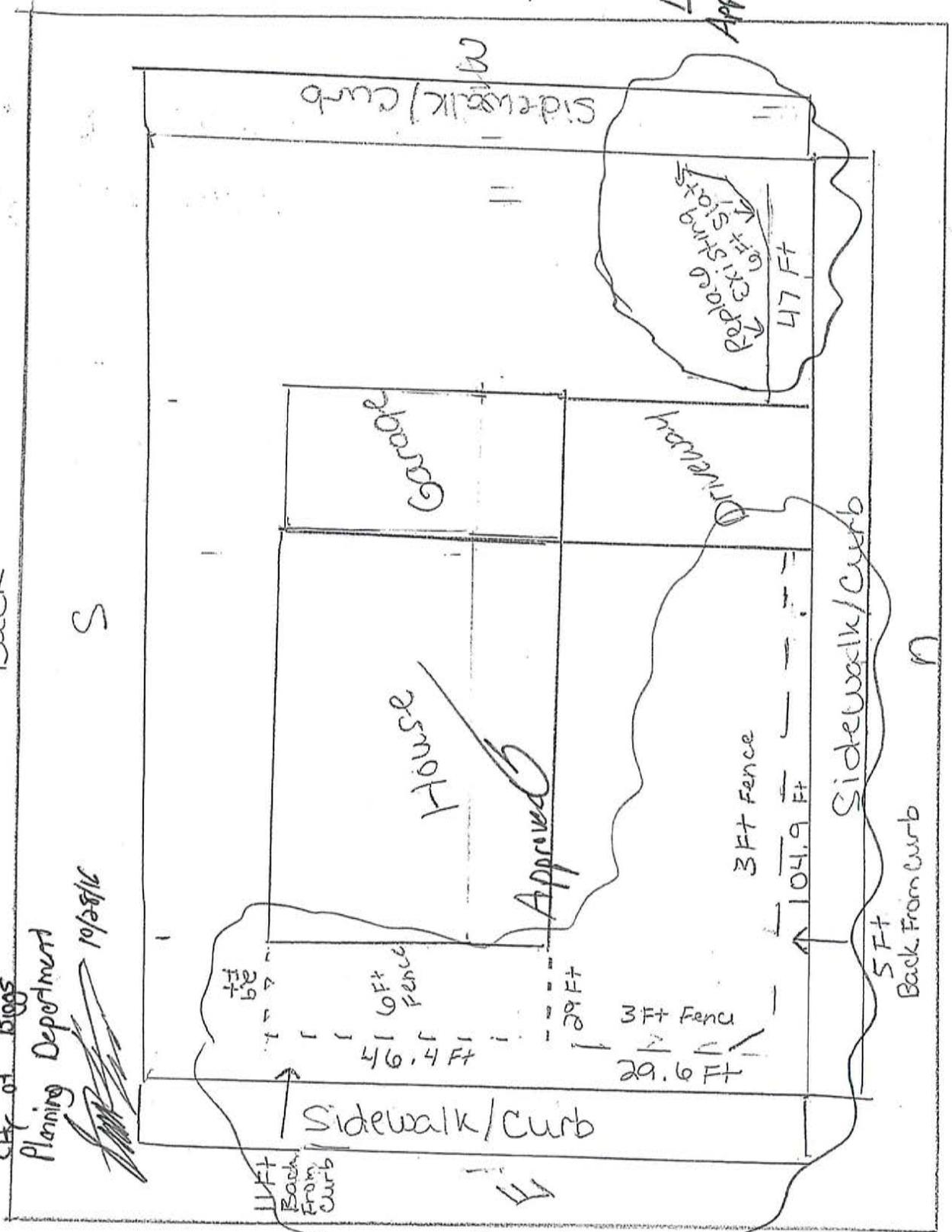
- Copy of the approved Fence Plan diagram (provided by applicant)
- Notice of Action
- Copy of Fence Permit Application

**APPROVED**  
City of Biggs

Planning Department  
10/28/16

Back

S



10th St side

NOT Approved

Garage

Driveway

House

Approved

3 Ft Fence

Sidewalk/Curb

Back From Curb

F St Front

535 F St

7th St side



Planning Department  
465 C Street / P.O. Box 1134  
Biggs, CA 95917  
Phone: (530) 868-5447  
Fax: (530) 868-5392

DATE: October 11<sup>th</sup>, 2016

TO: George B. Yeltatzie  
3110 4<sup>th</sup> Street  
Biggs, CA 95917

RE: **Site Plan Approval Letter (SPR 2016-08):** 3110 4<sup>th</sup> Street, Biggs CA (Yeltatzie)  
APN: 001-022-022

Request for Site Plan Approval to construct an unenclosed patio cover, permanently attached to existing concrete slab patio, detached from residence in the rear yard area of the existing house.

Dear Mr. Yeltatzie:

The City of Biggs Planning Department has reviewed your site plan application for the construction of a covered patio area at 3110 4<sup>th</sup> Street. As submitted, the proposed patio cover would be attached to an existing concrete slab patio, detached from the residence. The unenclosed patio cover would extend approximately 16 feet by 26 feet, having a total area of 416+/- square feet. The site plan submitted with your application on September 23, 2016 meets the side and rear yard setback requirements for "shade structures", as established by the City's zoning code.

Based upon the City's review of your plot plan and the application of the development standards for the R-1, *Single Family Residential* zoning district contained in Section 14.60.040(7) of the Biggs Municipal Code (BMC), the City of Biggs Planning Department has granted your application **conditional approval** subject to the following comments and conditions:

1. All Planning and Building application(s) shall be filled, fee(s) paid, and permits received by all applicable City and County departments (e.g. Butte County Building Department and City of Biggs Planning Department) prior to the initiation of any project-related construction.
2. The applicant shall pay all actual costs for City review and inspection services.
3. This approval shall only be applicable to the construction of the new patio cover to be located as depicted on the approved site plan. As submitted and approved, the shade structure will have a height of ten feet and four inches (10'4") with a total area of 416+/- square feet.

4. Any new lighting associated with the covered patio project shall be fully screened and directed downward.
5. No utility extensions or connections have been permitted under this approval.
6. If one or more of the following conditions is not met with respect to all its terms, then this approval may be revoked.
7. The property owner shall ensure that no actions associated with this approval modify site drainage conditions or result in new off-site drainage conditions in a manner that results in new drainage or a change in drainage flow patterns to any off-site parcels.
8. The applicant shall apply for and secure all required building permits from the Building Division of the Butte County Development Services Department prior to the initiation of any work on the patio cover portion of the project.

The City of Biggs Planning Department thanks you for the submittal of your project. If you have any questions or concerns, please contact (530) 513-5974 or [sfriend@mbakerintl.com](mailto:sfriend@mbakerintl.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Friend', written in a cursive style.

Scott Friend, AICP, City Planner  
City of Biggs Planning Department

Attachment(s):

- Copy of approved Site/Plot Plan

*Site Plan Review*  
**Application for ~~Building Permit~~**

**BY** George and Raven Yeltatzie, owners, builders, plan and application preparers

George: 530.868.5481 x21 work; 530.949.5914 cell

Raven: 530.245.7596 work; 530.917.4979 cell

**FOR** 3110 4<sup>th</sup> Street, Biggs, CA 95917

Assessor's Parcel # 001-022-022

Lot 2, City of Biggs T.18N.R.2E.M.D.B.&M.

Zoning Classification: RT1

**PROPOSED CONSTRUCTION:** Unenclosed Patio Cover, permanently attached to existing concrete slab patio, detached from residence, not for habitation. Wood construction with metal connectors, 1.5:12 sloped, single pitch roof with standard composition shingle roofing. No utilities, no environmental impacts, no deed restrictions (because detached).

**CONTENTS**

- 1: This cover sheet
- 2: Application for Site Plan Review
- 3: Title Report/Legal Description
- 4: Location map
- 5: Site plan
- 6: Plan drawing
- 7: East elevation, and section drawings
- 8: Additional notes
- 9: Check for Application Fee of \$282.50 plus \$50 for Environmental Review Fee (EXEMPT)
- 10: Check for Butte County Filing Fee of \$25



City of Biggs  
 Planning Department  
 3016 Sixth Street  
 P.O. Box 1134  
 Biggs, CA 95917



**APPROVED**

City of Biggs  
 Planning Department  
*[Signature]*

10/14/16

Application No. **SPR2016-08**

Application for:  
**Site Plan  
 Review**

**Applicant Information**

Applicant: <b>George B. Yeltatzie</b>		Daytime Phone: <b>868-5481 x21</b>
Street Address: <b>3110 4th Street</b>		
City: <b>Biggs</b>	State: <b>CA</b>	Zip: <b>95917</b>

Property Owner (Attach list if necessary): <b>George and Raven Yeltatzie</b>		Daytime Phone: <b>868-5481 x21</b>
Address: <b>3110 4th Street</b>		
City: <b>Biggs</b>	State: <b>CA</b>	Zip: <b>95917</b>
Project Engineer/Surveyor: <b>N/A</b>		Daytime Phone:
Contact:		License No.
Address:		
City:	State:	Zip:

**Property/Project Location**

Property Address(es): <b>3110 4th Street , Biggs CA 95917</b>	
Assessor's Parcel Number(s): <b>001-022-022-000</b>	Project Acreage: <b>N/A</b>
Present Zoning: <b>RT1</b>	General Plan Designation: <b>Single-family residential</b>
Existing Land Use: <b>Residential</b>	Proposed Land Use: <b>No change</b>
No. of Proposed Lots: <b>N/A</b>	Average Lot Size: <b>N/A</b>
Related Applications/Requests: <b>N/A</b>	

**Required Signatures**

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. (Before signing, see the information on the back of this application.)

Applicant Signature: <i>[Signature]</i>	Date: <b>9.23.16</b>
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**For Office Use Only**

Application Received By:	Butte County Filing Fee \$25 (Check payable to Butte County)	Receipt No.
Date:		Application Fee \$
Assigned Planner: <b>Scott Friend</b>	___ Applies	Environmental Review Fee \$
	___ Does Not Apply	Total Fees \$ Check payable to the City of Biggs)

# SITE PLAN

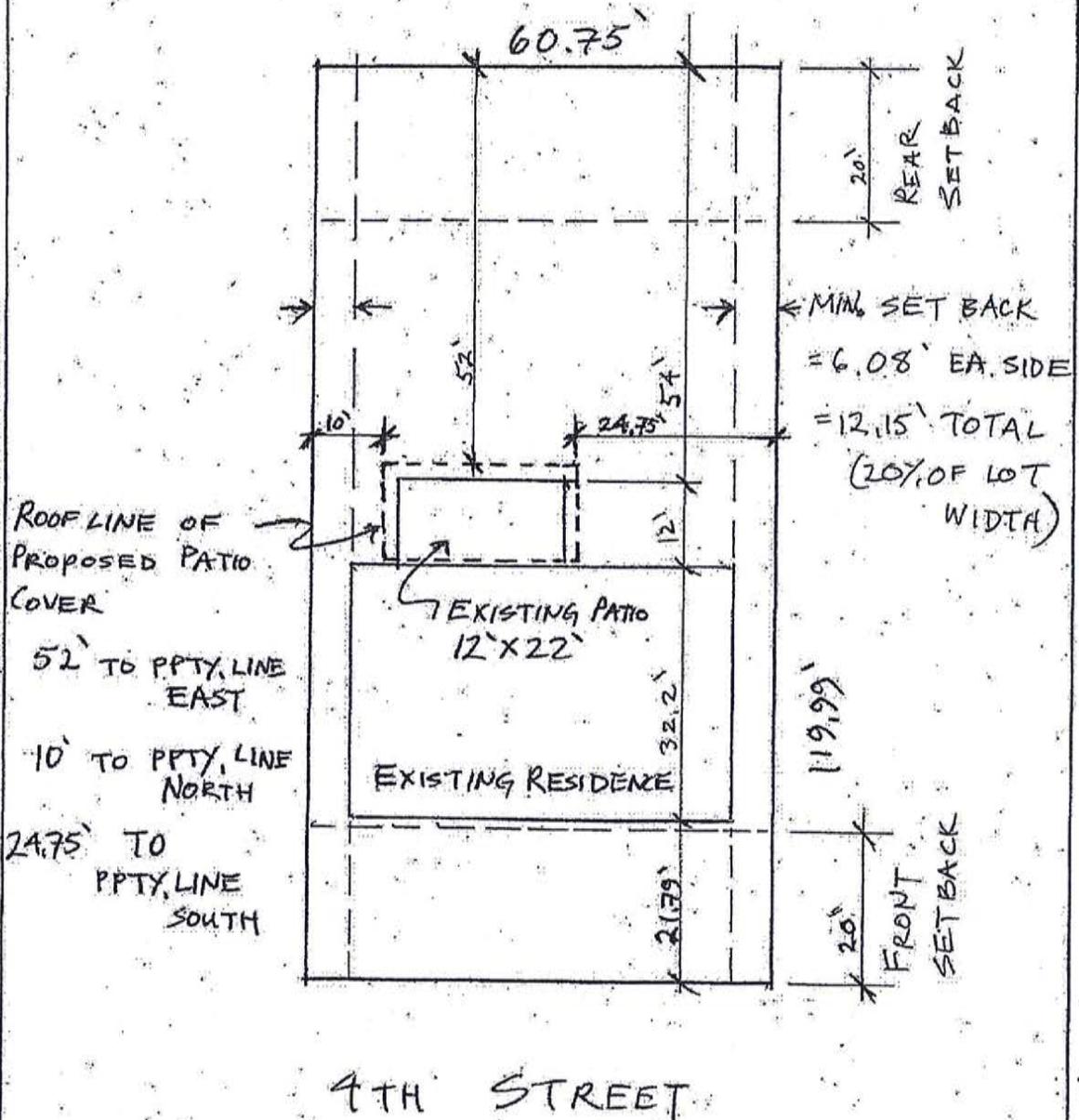
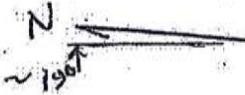
APPROVED

City of Biggs  
Planning Department

3110 4TH STREET, BIGGS

SCALE 1" = 20'

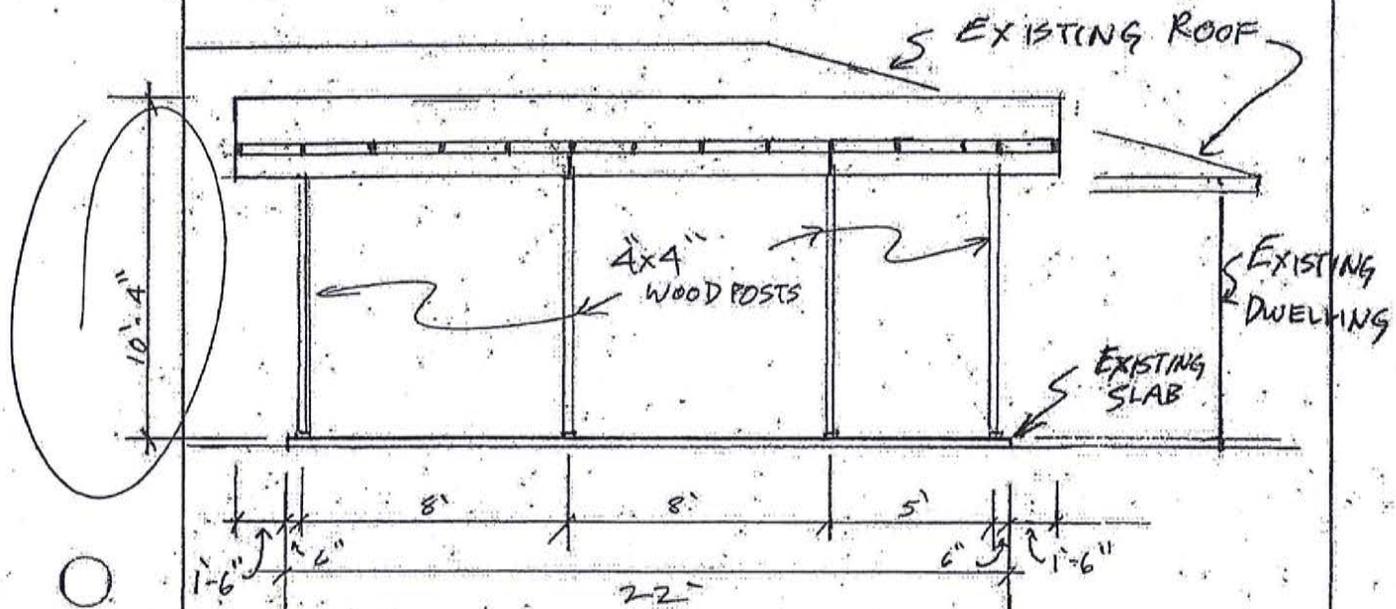
10/11/16



PATIO COVER, EAST ELEV. & SECTION

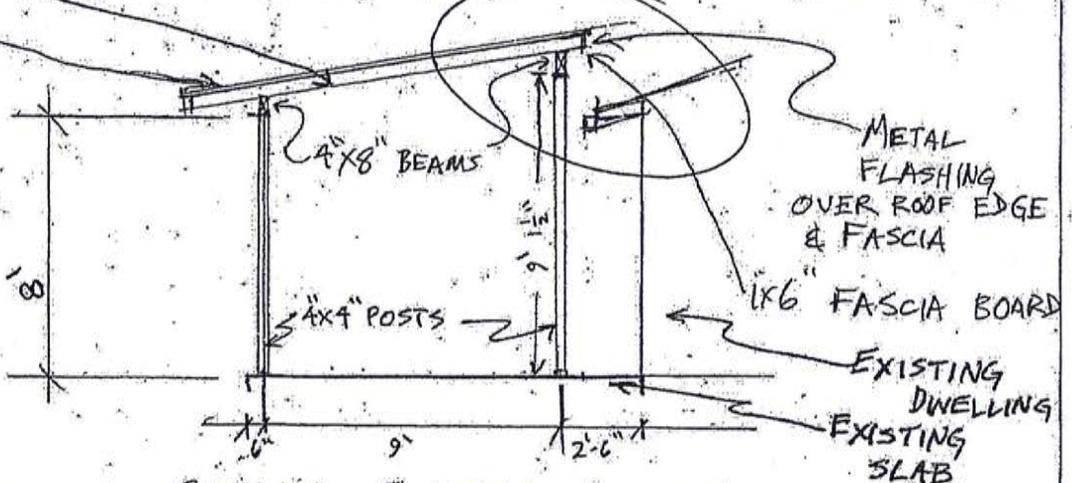
3110 4th STREET, BIGGS, CA

SCALE 1" = 5'



EAST ELEVATION

COMPOSITION SHINGLE ROOF (TAR PAPER, VAPOR BARRIER, ETC) ON  
 3/4" PLYWOOD ROOF DECKING  
 2"x6" WOOD JOISTS @ 2' C-C TO MATCH JOIST LOCNS. OF EXISTING ROOF



SECTION, LOOKING SOUTH

**APPROVED**  
 City of Biggs  
 Planning Department  
 10/11/16

## Additional Notes

3110 4<sup>th</sup> STREET, BIGGS, CA

Proposed Patio Cover does not encroach on any setbacks.

Concrete anchors are inserted into holes drilled into concrete, with threaded extensions above the concrete to hold the post base.

Post bases are galvanized metal, held down with nuts and washers to the concrete anchors.

Standard wood frame construction using metal connectors of appropriate shapes and sizes, nailed, screwed, and glued in place, with blocking and bracing, per code.

Wood painted to complement and/or accent existing residence colors.

Composition roof color to complement and/or accent existing residence colors.

