



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
January 2018

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DATE: February 13, 2018
TO: Honorable Mayor and Members of the City Council
FROM: David Young - City Planner
SUBJECT: Planning Department Monthly Activity Report – January 2018

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings:

- Planning Contract Staffing Hours (avg. of 6-8 hr /wk.)
- City Council Meeting: January 9, 2018 - Recap

Major Project Activity and Work Effort Update:

1. *Land Use / Development Activity:*

- 001-172-057-000 High-Density Residential Parcel in North Biggs Estates
- CHIP has requested staff look at options for developing 9-10 Single-Family residences on the parcel. Staff met with CHIP on February 9th to discuss rezoning options for the site
- 3017 6th Street – Jimenez Fence Permit. A request for a fence permit at 3017 6th Street.
- 3093 8th Street – Bivert Fence Permit. A request for a fence permit at 3017 6th Street.
- 454 D Street – Sanchez Fence Permit. A request for a fence permit at 454 D Street.
- Bannock and 8th Streets. Sunwest Conditional Use Permit. Inquiry from Sunwest to construct a 36,000 square feet storage facility adjacent to existing building.
- 2961 10th Street – Casey Site Plan Review. A request for SPR at 2961 10th Street.
- 350 Aleut – Dhami Site Plan Review. A request for SPR at 2961 10th Street.

Monthly Department Activity Report:

1. *Major Land Development/Entitlement Applications: None*
2. *Public Contact (non-Code Enforcement/non-application) / Information Requests/ Activity:*
Jill Quezada – CHIP on development of R-3 High Density Residential parcel.
Sunni Dhami – Processing of 350 Aleut Site Plan Review.
Gary Graves – Director BCM Construction – Sunwest Milling
3. *General Information / Public Contact for Planning-Involved Code Enforcement Activity:*

CDBG Annual Reports (Home and CDBG) submitted and approved by HCD.

4. *Butte County Building Permit Issuance:*

- Waiting to hear back from Butte County Building Department for meeting to improve building permit process and communication with the County.

Miscellaneous / Information:

1. *Code updates for minimum lot sizes and Accessory Dwelling Units*
2. *Council study session for Accessory Dwelling Unit updates*
3. *Municipal Code – Clean up discrepancies – Ordinance 409 and 410*
4. *RFP for Water Tank Phase I – closed on February 9th*