



- 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.) – definitely seeing an uptick in activity
- City Council Meeting: January 9, 2018 – Recap

- Approved Parcel Map 3070 10th Street
- Approved reduction in minimum lot sizes in the R-1 and R-2 zoning districts from 7,200 to 5,445 or 1/8 acre – directed staff to provide estimate on code update NTE \$3000 – still in process of proposal
- Directed staff to coordinate workshop on ADU code updates and provide estimate on cost – still in process of proposal
- Directed staff to issue RFP for Phase I ESA for Water Tank Site – more detail in a moment
- Massage therapy uses in the Downtown C-D zoning district

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*

Other Items not included on Update

1. RFP for Phase I – Water Tank Project – CC directed staff to issue RFP for Environmental Services with NTE amount of \$3000

Received one proposal from Chico Environmental for \$1,800

Staff Recommendation - CC direct staff on proposal acceptance

I would have placed it on the agenda but the bid period closed on February 9th after agenda was finalized

2. Follow up discussion on massage therapy services in the downtown C-D zoning district.

Request to look into a periodic massage therapy service at the existing Beauty Salon at 488 B Street.

Per 14.120.030 Commercial Use Table - Not allowed in Downtown B Street C-Zoning District

Allowed in C-G and C-O with an approved UP.

If Table is updated to allow such uses – specific conditions can be placed on the UP permit to clearly define “therapy” services, periodic use dates and times, and other requirements to ensure compatibility with the intent for businesses in the downtown area.

Staff Recommendation – request direction on table updates. Could be handled with minimum lot size updates.