



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
March 2018

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DATE: April 10, 2018
TO: Honorable Mayor and Members of the City Council
FROM: David Young - City Planner
SUBJECT: Planning Department Monthly Activity Report – February 2018

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings:

- City Council Meeting: March 13, 2018 – Recap
- Met with Engineering and City Administrator on March 21st to discuss SPR requirements and process.

Major Project Activity and Work Effort Update:

1. *Land Use / Development Activity:*

- Sunwest Conditional Use Permit. Inquiry from Sunwest to construct a 36,000 square feet storage facility adjacent to existing building. Spoke with John (Engineering Firm) – still waiting on CUP application.
- 350 Aleut – Dhami Site Plan Review (Incomplete – additional details needed)
- 354 Aleut – Dhami Site Plan Review (Incomplete – additional details needed)

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 and 354 Aleut Site Plan Reviews. Applications deemed incomplete due to site plan requirements.
John Mazzoni – Robertson/Erickson Civil Engineers regarding CUP fees and application processing for Sunwest.
Gary Graves – BCM Construction – expediting Conditional Use Permit for new Sunwest storage facility.
Ross Shoaf – Engineer for 354 Aleut Street SPR
3. *Butte County Building Permit Issuance:* Working with City Administrator on building permit process and reporting.

Miscellaneous / Information:

1. *Water Tank Phase I – Chico Environmental completed and submitted report on Friday, April 6th.*
2. *Rolls, Anderson, and Rolls preparing tentative map for CHIP R-3 site. No application has been submitted.*
3. *General Plan and Housing Progress Report being prepared and will be ready for review at May City Council Meeting*
4. *Submitted annual DOF of approved dwelling units and Census reports.*