



- CITY OF BIGGS -  
**PLANNING DEPARTMENT ACTIVITY REPORT**  
June 2018

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DATE: July 9, 2018  
TO: Honorable Mayor and Members of the City Council  
FROM: Kelly Murphy / Paul Junker - City Planner  
SUBJECT: Planning Department Monthly Activity Report – June 2018

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#### **DEPARTMENT ACTIVITY SUMMARY**

##### Contract Staff Days/ Agency Meetings:

- City Council Meeting: June 12, 2018
- Contract staffing: +/- 7 hours per week.

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

###### 1. *Land Use / Development Activity:*

- A new single-family home to be constructed on APN 001-113-008 has been assigned an address. The proposed residence will front Third Street and has been addressed 2970 Third Street.
- Marquez Fence Permit (FP #2018-18): A proposal to construct new fencing at 360 Aleut Street was approved on 06/15/18.
- SunWest Milling Lot Line Adjustment (LLA #2018-01): An application to adjust the lot lines of three parcels owned by SunWest was submitted on 06/28/18. This project is anticipated to be processed and presented to the Council for decision at the August meeting.
- Martinez Home Occupation Permit: An application for a minor home occupation permit was submitted on 07/02/18. The applicant runs a lawn care business and is requesting the permit to allow for an office within her residence at 3233 North Biggs Drive.

##### Monthly Department Activity Report:

1. *Major Land Development/Entitlement Applications:* None
2. *Public Contact (non-Code Enforcement/non-application) / Information Requests/ Activity:* None
3. *Butte County Building Permit Issuance:* See attached building permit applied/issued activity.