



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
December 2018

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DATE: January 2, 2019
TO: Honorable Mayor and Members of the City Council
FROM: Bob Summerville, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – December 2018

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Planning Contract Staffing Hours (avg. 6 hrs./wk., Wednesdays, 9:00 a.m. – 4:00 p.m.).
- City Council Meeting: December 11, 2018.

Major Project Activity and Work Effort Update:

1. Action Item: Emergency Ordinance – Disaster Recovery Structures and Uses:

As reported to the City Council last month, following the devastating Camp Fire in November, the Governor of California issued an Executive Order proclaiming a state of emergency regarding the resulting housing crisis in our region. The Executive Order authorized a temporary suspension of many state and local regulations otherwise required to permit temporary housing units for victims of the fire. Subsequently, affected jurisdictions in our region, including Butte County and the City of Chico, adopted emergency ordinances to implement the Governor's Executive Order.

In concert with these actions, Biggs planning staff has drafted a similar emergency ordinance in order to prepare for related housing requests within the City of Biggs. Several requests for temporary housing units have already been received at City Hall in the past weeks. In anticipation of more requests, planning staff is recommending the City Council's adoption of the ordinance to authorize swift review and action. The ordinance would require just one, rather than two readings by the Council, and would take effect immediately upon adoption, followed by publication and posting within 15 days after passage by the City Clerk (pursuant to Government Code sections 36937(b) and 36934).

Key provisions of the ordinance include:

- Amendment to Title 14 of the Biggs Municipal Code, adding a new Chapter 14.430 (Disaster Recovery Structures and Uses).

- Authorizes the City Administrator or designee to permit installation and use of temporary dwelling structures and temporary nonresidential structures (such as temporary private school classrooms, temporary commercial buildings, etc.)
 - Temporary structures and uses are allowed for a minimum of three (3) years and a maximum of five (5) years.
 - Temporary disaster recovery structures may include use of manufactured or modular homes, manufactured or modular structures, or recreational vehicles.
 - Temporary structures will require adequate external lighting for security purposes.
 - Residential density requirements will be determined by the City Administrator or designee at the time of permit issuance.
 - Reduced parking standards are provided, generally a minimum of one parking space per residential unit.
 - Building setbacks for temporary structures shall be the same as the building setbacks for the primary zoning district.
 - Connection to Biggs Municipal Utilities will be required including water, wastewater, and electricity.
 - No public hearings are required for temporary units or use permits, although mailed notices will be provided to adjacent property owners 10 days prior to approval.
 - Approvals are provided in writing to the applicant and appeals can be considered by the City Council.
 - Environmental review pursuant to the California Environmental Quality Act (CEQA) is generally suspended as determined by the City Administrator or designee.
2. Land Use / Development Activity:
- No new development applications have been received.
3. Public Works Projects Review:
- City of Biggs, Water Tank and Pump Station Project, Adoption of an Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program – The City Council adopted the subject IS/MND at its December 11, 2018 meeting. Planning staff filed the project Notice of Determination (NOD) with the Butte County Clerk/Recorder's office on December 12th, and with the State Clearinghouse (SCH) on December 13th. Copies of the filed NODs will be included with the project's State Revolving Fund (SRF) application package.