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CITY OF SUSANVILLE  
66 N. Lassen Street • Susanville CA  
Quincy McCourt, Mayor  
Thomas Herrera, Mayor pro tem  
Russ Brown • Mendy Schuster • Kevin Stafford

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Susanville City Council  
**Regular Council Meeting • City Council Chambers**  
Wednesday, March 20, 2024 – 5:00 PM

MEETING TO START AT 5:00PM - NO CLOSED SESSION

CALL TO ORDER  
ROLL CALL

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*
2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** *Any person may address the Council at this time upon any subject for discussion during Closed Session.*
3. **CLOSED SESSION:** No business.
4. **RETURN TO OPEN SESSION:** *(recess if necessary)*
  - Reconvene in open session at 5:00pm
  - Pledge of allegiance
  - Invocation
  - Report any changes to agenda
  - Report any action out of Closed Session
  - Proclamations, awards or presentations by the City Council
5. **BUSINESS FROM THE FLOOR:** *Any person may address the Council at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City Council. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting.*  
*Presentations are subject to a five-minute limit.*
6. **CONSENT CALENDAR:** *All matters listed under the Consent Calendar are considered to be routine by the City Council. There will be no separate discussion on these items. Any member of the public or the City Council may request removal of an item from the Consent Calendar to be considered separately.*
  - 6.A [Minutes of the City Council's March 6, 2024 regular meeting](#)
  - 6.B [Vendor and payroll warrants](#)
  - 6.C [Consider co-sponsorship of the 35th Annual Junior Fishing Derby to be held on Saturday, May 18, 2024](#)
  - 6.D [Consider Resolution No. 24-6288, approving the Susanville Experimental Aircraft Association using the Susanville Municipal Airport for their 2024 Airfair scheduled for June 1, 2024, and authorizing the Finance Director to increase the Airport 7201 budget by \\$500.00 to pay for half of the liability insurance for the event.](#)

**7. PUBLIC HEARINGS:**

- 7.A Consider Resolution No. 24-6284, adopting the Final General Plan Land Use Element Update to the Land Use Element of the City of Susanville General Plan 1990-2010.
- 7.B Consider Resolution No. 24-6285, adopting the Final General Plan Circulation Element Update and Negative Declaration Environmental Report to update the Circulation Element to the City of Susanville General Plan 1990-2010.
- 7.C Consider Resolution No. 24-6286, upholding the Planning Commission's decision to assess civil penalties in the amount of \$10,000.00 maximum penalty for continuous violations of the Susanville Municipal Code by Resolution No. 23-1165 for 713 Cottage Street Nuisance Abetment Order No. 2023-001.
- 7.D Consider Resolution No. 24-6287, upholding the City of Susanville Planning Commissions decision to assess penalties in the amount of \$10,000.00 maximum penalty for continuous violations of the Susanville Municipal Code by Resolution No. 23-1164 for 105 Russell Street Nuisance Abetment Order No. 2023-003.

**8. COUNCIL DISCUSSION/ANNOUNCEMENTS:**

**9. NEW BUSINESS:**

- 9.A Consider discussion regarding Local Area Revitalization Project Co-op (LARP) proposal to establish market gardens and a composting facility on lands owned by the City
- 9.B Consider Resolution No. 24-6290, Authorizing the Public Works Director to execute a service contract with Everest Communications for the annual inspections of the Airport's AWOS system.
- 9.C Consider purchase of Hangar #33 at the Susanville Municipal Airport
- 9.D Consider Resolution No. 24-6292, authorizing the Parks Division to purchase new bleachers for the Pat Murphy Little League Fields and further authorizes the Finance Director to adjust the budget as necessary.
- 9.E Consider Resolution No. 24-6295, authorizing the City Administrator to execute an agreement with Sean Bitle Turf and Irrigation and increase the Golf Course Budget by \$12,000.00 for FY 23/24.
- 9.F City Council Meeting Cancellation April 17, 2024
- 9.G Authorize the use of Civic Contribution funds / City Council discretionary funds

**10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY:**

**11. SUSANVILLE MUNICIPAL ENERGY CORPORATION:**

**12. CONTINUING BUSINESS:**

- 12.A Consider Resolution No. 24-6293, authorizing the City Administrator to execute an agreement for professional services with Mintier- Harnish to assist in the update of the general plan's Housing and Safety elements, including the required environmental clearance and to

authorize the Finance Director to adjust the planning budget as necessary;Â or Consider Resolution No. 24-6294, authorizing the City Administrator to execute an agreement for professional services with Mintier- Harnish to assist in the comprehensive update of the General planâ€™s Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and implementation program chapters in the existing General Plan elements, including the required environmental clearance and to authorize the Finance Director to adjust the planning budget as necessary.

12.B City Project Priorities

13. **CITY ADMINISTRATOR'S REPORTS:**

13.A Department Reports

14. **FUTURE COUNCIL ITEMS:**

15. **ADJOURNMENT:**

- ***The next regular meeting of the Susanville City Council will be held on April 3, 2024 at 4:30PM.***

*Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website [www.cityofsusanville.net](http://www.cityofsusanville.net), unless there were systems problems posting to the website.*

*Accessibility: An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.*

*I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for March 20, 2024 in the areas designated on March 15, 2024.*

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Heidi Whitlock, Administrative Services

**Action Date:** March 20, 2024

**SUBJECT:** Minutes of the City Council's March 6, 2024 regular meeting

**PRESENTED BY:** Heidi Whitlock, City Clerk

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's March 6, 2024 regular meeting.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to waive the reading of and approval to receive and file the City Council's March 6, 2024 regular meeting.

**ATTACHMENTS:**  
[240306.cc.min.draft.pdf](#)



**SUSANVILLE CITY COUNCIL**  
**Regular Council Meeting Minutes**  
**WEDNESDAY, MARCH 6, 2024 – 4:30 PM**

Mayor McCourt called the meeting to order at 4:30p.m.

Roll Call of Councilmembers Present: McCourt, Stafford, Herrera, Schuster, Brown

**1. APPROVAL OF AGENDA:**

Dan Newton, City Administrator, requested that the ARPA discussion be moved to immediately after Business from the Floor as well as adding an introduction of the new CSO prior to Business from the Floor.

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5 - 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

**2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** No public comment.

**3. CLOSED SESSION:**

The City Council convened in closed session at 4:32p.m. to discuss the following:

**A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR - pursuant to Government Code Section §54956.8**

- Property: Ramsey Ditch
- Agency Negotiator: Dan Newton, City Administrator
- Negotiating Party: Kim Dieter
- Under Negotiation: Price/Terms

**4. RETURN TO OPEN SESSION:** The City Council reconvened in open session at 5:00p.m.

The Pledge of Allegiance and Invocation were provided.

Dan Newton, City Administrator, reported that prior to the Council convening in closed session they met in open session and approved the agenda with the change of moving item 12A prior to Business From the Floor. He continued that the council then met in closed to discuss the above-mentioned items, that no reportable action was taken, and direction was provided to staff.

Chief Bollinger introduced Rebecca Peconom as our new CSO .

Ms. Peconom provided a brief description of the items she is currently working on including grant opportunities she is looking into.

**5. BUSINESS FROM THE FLOOR:**

Members of the public requested the consideration of the following items be paid by ARPA funding: Elks Lodge restoration, Performing Arts Center, Hope Wheels, and a Puncture Vine Eradication Program.

A member of the public also requested that item 9B not be decided on until information can be heard by the Susanville Municipal Airport Commission (SMAC). He requested that the Council consider SMAC input and, if not, to dissolve the Commission.

**6. CONSENT CALENDAR:**

Moved by Schuster; seconded by Herrera to approve.  
Motion Carried: 5 - 0  
Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

6.A Minutes of the City Council's February 21, 2024 regular meeting

Motion to waive the reading of and approval to receive and file the City Council's February 21, 2024 regular meeting.  
[240221.cc.min.draft.pdf](#)

6.B Vendor and payroll warrants Motion to receive and file [02-15-24.pdf](#) [02-16-24.pdf](#) [02-22-24.pdf](#)

7. **PUBLIC HEARINGS:** No business.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** The City's Mission Statement and the Land Acknowledgement Statement were provided.

9. **NEW BUSINESS:**

9.A Lassen High School Update

Lassen High School students provided an update on achievements, goals and events the students of Lassen High have accomplished or are set to accomplish.

9.B Consider **Resolution No. 24-6280**, authorizing the Public Works Director to execute a contract with Trails West Construction for replacement of door seals and lift cables for hangar 9 at the Susanville Municipal Airport and authorize the Finance Director to adjust the Airport 7201 budget as necessary.

Bob Godmen, Public Works Director, provided an explanation of the item and requested Council approval of Resolution No. 24-6280.

[24-6280.pdf](#)  
[Trails West hangar 9 door quote.pdf](#)

Motion to approve Resolution No. 24-6280, authorizing the Public Works Director to execute a contract with Trails West Construction for replacement of door seals and lift cables for hangar 9 at the Susanville Municipal Airport and authorize the Finance Director to adjust the Airport 7201 budget as necessary.

Moved by Schuster; seconded by Herrera to approve.  
Motion Carried: 5- 0  
Voting For: McCourt, Stafford, Herrera, Schuster, Brown  
Voting Against: None

- 9.C Consider **Resolution No. 24-6281**, authorizing the City Administrator to execute an agreement with Tri-County Pumps to remove/repair two turbine pumps at Diamond Mountain Golf Course.

Mr. Newton provided an explanation of the item and requested Council approval of Resolution No. 24-6281.

[24-6281.pdf](#)

Motion to approve Resolution No. 24-6281, authorizing the City Administrator to execute an agreement with Tri-County Pumps to remove/repair two turbine pumps at Diamond Mountain Golf Course.

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 9.D Consider **Resolution No. 24-6282**, adopting credit card transaction fee schedule at the Diamond Mountain Golf Course

Jolene Arredondo, Assistant to the City Administrator, provided an explanation of the item and requested Council approval of Resolution No. 24-6282.

[Merchant Fee Analysis.pdf](#)

[24-6282.pdf](#)

[Attachment A - Fee Schedule.docx](#)

Motion to approve Resolution No. 24-6282, adopting credit card transaction fee schedule at the Diamond Mountain Golf Course

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 9.E Consider **Resolution No.24-6283**, Amending the Fiscal Year 2023-2024 City of Susanville Budget

Chandra Jabbs, Finance Director, provided an explanation of the item and requested Council approval of Resolution No. 24-6283.

[24-6283.pdf](#)

[FY 23.24 Midyear Exhibit A 3.6.24.pdf](#)

[STOB Mid-Year Report 23-24.pdf](#)

[Midyear Budget Changes 3.6.24.pdf](#)

[FY 23.24 Exhibit A Fund Level Budget - ORIGINAL.pdf](#)

Motion to approve Resolution No. 24-6283, Amending the Fiscal Year 2023-2024 City of Susanville Budget

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

9.F Discussion regarding auditing services.

Ms. Jabbs provided an explanation of the item and requested discussion and possible direction to staff.

It was the consensus of the Council that Ms. Jabbs move forward as she feels comfortable as they were not against using the same auditing services.

10. **SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY**: No business.

11. **SUSANVILLE MUNICIPAL ENERGY CORPORATION**: No business.

12. **CONTINUING BUSINESS**:

12.A Consider Proposed ARPA Expenditure Plan

Mr. Newton provided an explanation of the item and requested Council discussion and direction. He stated that this is an updated proposal based on feedback received from the previous meeting. The categories now being recommended are the performing arts center, marketing of Susanville, the completion of the general plan update, completing required infrastructure improvements/repairs, and to pay off some city debt.

No less than eight community members, both returning and new, expressed their support for the performing arts center.

No less than five community members, both returning and new, expressed their support for the revitalization of the Elks Lodge.

Carolyn Smith, owner of the Sierra Theatre, expressed her concern that if the theatre is not purchased they will have to close the theatre and it will become like the other closed businesses like the St. Francis and Hotel Mount Lassen.

Kayla Millar, public, shared that her family, being here forever, experienced all the events in Susanville from sports to the arts as it has a unique balance point of activities. She continued that the members of this community work together to make events happen and support for the arts has always been here.

Eileen Richard, public, stated that she is not against the performing arts center; however, she believes that the parents should paying for the arts and facilities, not using ARPA to fund it. She suggested that ARPA funds be used to assist businesses that will increase the tax base.

Curtis Bortle, business owner, stated that local economy is driven by consumers. Susanville and Lassen County have people who work here but do not live here. He added that it could be because there is not a lot to offer here. He stated that there needs to be more done to get families living here. He stated that the community members are known as hunters and fishers, but if it was only that, why do we have Cowboy poetry night?

Mayor pro tem Herrera responded that he likes staffs' proposal. However, he feels that Hope Wheels and the Elks Lodge should be considered as well.

Council Member Schuster stated that this is really hard as everything brought forward from the public is important. She stated that her heart is with the Elks Lodge and added that the local museum needs helps as well.

Council Member Stafford believes that the Elk Lodge should be on the list. He added that paying off debt makes a lot of sense, especially with the current economy. He also added that the city infrastructure needs to be considered. He stated that the Sierra Theatre is not a guarantee as there is no guarantee on the Symphony at the 5-year point.

Council Member Brown stated that no matter what is chosen some will be happy and some will not be happy. He stated that he will stand behind the decision and that he trusts staff's recommendations.

Mayor McCourt stated that he sees the importance of the General Plan. However he also believes the Elks Lodge should be considered.

Council Member Schuster agreed with Council Member Stafford regarding what happens after 5 years if the Sierra Theatre is purchased. She again stated that she trusts staff's recommendations.

Mayor McCourt stated that it appears that the Council supports staff's recommendations with the inclusion of the Elks Lodge as well as there being an emphasis on the agreement between the Symphony for the theatre to ensure it is a protected investment.

Mr. Newton stated that the Elks Lodge was the most difficult thing to leave off of the list and stated that, if it is added, a determination will need to be made regarding what item is taken off of the list.

Mr. Newton requested two things; what would be omitted to add the Elks Lodge to the list and also if the plan should come back at the next meeting.

Although the current council approves the presented plan with the addition of the Lodge and the contract, it was the consensus of the Council to wait to make the final decision until after the new Council is seated.

[Proposed ARPA Expenditure Plan.pdf](#)

### **13. CITY ADMINISTRATOR'S REPORTS:**

#### **13.A Department Reports**

Updates were provided by each department head and the Assistant to the City Administrator as to the current items being worked on.

### **14. FUTURE COUNCIL ITEMS:**

#### **14.A Future Council Items**

Council Member Schuster again asked to add an item to a future agenda regarding adding a limit to the amount of time a member of the Council could speak during an item.

Council Member Stafford requested the the remaining funds in his allocated discretionary funds be donated to the Chamber of Commerce.

Mayor McCourt requested that the remaining funds in his allocated discretionary funds be donated to the Skate Park project.

[240306 Future Items List.pdf](#)

15. **ADJOURNMENT**: Motion to adjourn at 9:20pm.

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Heidi Whitlock, City Clerk

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Quincy McCourt, Mayor

*Approved on:*

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Alicia Cordova, Finance

**Action Date:** March 20, 2024

**SUBJECT:** Vendor and payroll warrants

**PRESENTED BY:** Chandra Jabbs, Finance Manager

**SUMMARY:** Warrants dated February 24, 2024 though March 8, 2024 numbered 220386-220416, 220419-220457.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$86,888.18, plus \$240,675.71 in payroll warrants, for a total of \$327,563.89.

**ACTION REQUESTED:** Motion to receive and file

**ATTACHMENTS:**  
[02-29-24.pdf](#)  
[03-07-24.pdf](#)

CITY OF SUSANVILLE

Report Criteria:  
Report type: GL detail  
Check Voided = False

| GL Period         | Check Issue Date | Check Number | Vendor Number | Payee                | Description                | Invoice Number | Inv Seq | GL Account No  | GL Account Title            | Seq Amount | Check Amount |
|-------------------|------------------|--------------|---------------|----------------------|----------------------------|----------------|---------|----------------|-----------------------------|------------|--------------|
| 02/24             | 02/29/2024       | 220386       | 21            | AIRGAS USA LLC       | ACETYLENE/ARGON/OXYGEN/    | 5505749870     | 1       | 7110-430-42-46 | SUPPLIES-GENERAL            | 533.80     | 533.80       |
| 02/24             | 02/29/2024       | 220386       | 21            | AIRGAS USA LLC       | ACETYLENE/ARGON/OXYGEN/    | 5505749870     | 2       | 7401-430-62-46 | SUPPLIES-GENERAL            | 355.86     | 355.86       |
| Total 5505749870: |                  |              |               |                      |                            |                |         |                |                             |            | 889.66       |
| 02/24             | 02/29/2024       | 220387       | 44            | ARAMARK              | UNIFORM SERVICE- WATER     | 5980176704     | 1       | 7110-430-42-44 | LINEN SERVICE               | 55.24      | 55.24        |
| Total 5980176704: |                  |              |               |                      |                            |                |         |                |                             |            | 55.24        |
| 02/24             | 02/29/2024       | 220387       | 44            | ARAMARK              | UNIFORM SERVICE-PW         | 5980176705     | 1       | 7620-430-10-44 | LINEN SERVICE               | 48.97      | 48.97        |
| 02/24             | 02/29/2024       | 220387       | 44            | ARAMARK              | UNIFORM SERVICE-PARKS      | 5980176705     | 2       | 1011-452-20-44 | LINEN SERVICES              | 11.61      | 11.61        |
| Total 5980176705: |                  |              |               |                      |                            |                |         |                |                             |            | 60.58        |
| 02/24             | 02/29/2024       | 220388       | 10390         | AUTOZONE PARTS INC   | REPAIR & MAINT-FD          | 4015418078     | 1       | 1010-422-10-44 | VEHICLE - REPAIR & MAINTENA | 80.72      | 80.72        |
| Total 4015418078: |                  |              |               |                      |                            |                |         |                |                             |            | 80.72        |
| 02/24             | 02/29/2024       | 220388       | 10390         | AUTOZONE PARTS INC   | REPAIR & MAINT-FD          | 4015446262     | 1       | 1010-422-10-44 | VEHICLE - REPAIR & MAINTENA | 288.97     | 288.97       |
| Total 4015446262: |                  |              |               |                      |                            |                |         |                |                             |            | 288.97       |
| 02/24             | 02/29/2024       | 220389       | 11013         |                      | REFUND OVERPAYMENT CLOS    | 022724         | 1       | 9999-1001-004  | CASH CLEARING - BUSINESS LI | 50.00      | 50.00        |
| 02/24             | 02/29/2024       | 220389       | 11013         |                      | REFUND OVERPAYMENT CLOS    | 022724         | 2       | 1000-2205-007  | DEPOSITS PAYABLE - SB 1186  | 8.00       | 8.00         |
| Total 022724:     |                  |              |               |                      |                            |                |         |                |                             |            | 58.00        |
| 02/24             | 02/29/2024       | 220390       | 98            | CALIFORNIA ASSOCIATI | DUES AND MEMBERSHIP 2/24 F | 022024         | 1       | 1010-422-10-48 | DUES AND MEMBERSHIPS        | 354.00     | 354.00       |
| Total 022024:     |                  |              |               |                      |                            |                |         |                |                             |            | 354.00       |
| 02/24             | 02/29/2024       | 220391       | 986           | CARLSON'S TIRE PROS  | REPAIR & MAINT-PW          | 99392          | 1       | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE   | 20.00      | 20.00        |
| Total 99392:      |                  |              |               |                      |                            |                |         |                |                             |            | 20.00        |

M = Manual Check, V = Void Check



CITY OF SUSANVILLE

Check Register - Payments by Vendor  
Check Issue Dates: 2/29/2024 - 2/29/2024

| GL<br>Period       | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                | Description                | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title           | Seq<br>Amount | Check<br>Amount |
|--------------------|---------------------|-----------------|------------------|----------------------|----------------------------|-------------------|------------|------------------|----------------------------|---------------|-----------------|
| 02/24              | 02/29/2024          | 220392          | 11012            | (                    | REFUND GAS DEPOSIT         | 10100200906       | 1          | 7401-2228-000    | DEPOSITS-CUSTOMER          | 75.97         | 75.97           |
| Total 10100200906: |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220393          | 11014            |                      | REFUND WATER DEPOSIT ACC   | 022824            | 1          | 7110-2228-000    | DEPOSITS-CUSTOMER          | 50.00         | 50.00           |
| 02/24              | 02/29/2024          | 220393          | 11014            |                      | REFUND GAS DEPOSIT ACCT N  | 022824            | 2          | 7401-2228-000    | DEPOSITS-CUSTOMER          | 200.00        | 200.00          |
| 02/24              | 02/29/2024          | 220393          | 11014            |                      | REFUND WTR EST FEE         | 022824            | 3          | 7110-430-42-37   | WATER-CONNECTION FEE       | 10.00         | 10.00           |
| 02/24              | 02/29/2024          | 220393          | 11014            |                      | REFUND GAS EST FEE         | 022824            | 4          | 7401-430-62-37   | GAS CONNECT                | 5.00          | 5.00            |
| Total 022824:      |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220394          | 148              | COMPUTER LOGISTICS   | 23/24 FY COMPULOG CONTRA   | 84895             | 1          | 1000-417-10-43   | TECHNICAL SVCS             | 5,644.40      | 5,644.40        |
| Total 84895:       |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220395          | 10670            | CURRENT ELECTRIC & A | 470-895 CIRCLE DR SECURITY | 048373            | 1          | 7530-451-52-43   | TECHNICAL SERVICES         | 40.00         | 40.00           |
| Total 048373:      |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220395          | 10670            | CURRENT ELECTRIC & A | CITY HALL SECURITY SYSTEM  | 048511            | 1          | 1000-417-10-43   | TECHNICAL SVCS             | 93.00         | 93.00           |
| 02/24              | 02/29/2024          | 220395          | 10670            | CURRENT ELECTRIC & A | 75 N WEATHERLOW ST         | 048511            | 2          | 1011-452-20-43   | TECHNICAL SVCS             | 40.00         | 40.00           |
| Total 048511:      |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220396          | 931              |                      | REIM. FOR TUITION AND BOOK | 022724            | 1          | 1000-413-20-42   | TUITION REIMBURSEMENTS     | 6,000.00      | 6,000.00        |
| Total 022724:      |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220397          | 219              | ED STAUB & SONS PETR | 222.06 GAL PROPANE-AIRPORT | 10439910          | 1          | 7201-430-81-46   | PROPANE                    | 565.15        | 565.15          |
| Total 10439910:    |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220398          | 10916            | EVERBANK N.A.        | COPIER-PW                  | 9893343           | 1          | 7620-430-10-44   | RENT & LEASE EQUIP & VEHIC | 375.15        | 375.15          |
| Total 9893343:     |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220399          | 1033             | FGL ENVIRONMENTAL    | WEEKLY WATER SAMPLING-D    | 470639A           | 1          | 7110-430-42-43   | PROFESSIONAL SVCS          | 58.00         | 58.00           |

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor  
Check Issue Dates: 2/29/2024 - 2/29/2024

| GL<br>Period       | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                | Description                | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title           | Seq<br>Amount | Check<br>Amount |
|--------------------|---------------------|-----------------|------------------|----------------------|----------------------------|-------------------|------------|------------------|----------------------------|---------------|-----------------|
| Total 470639A:     |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220399          | 1033             | FGL ENVIRONMENTAL    | WEEKLY WATER SAMPLING-D    | 470677A           | 1          | 7110-430-42-43   | PROFESSIONAL SVCS          | 58.00         | 58.00           |
| Total 470677A:     |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220400          | 8846             | FIRENET LASSEN       | DISPATCH SERVICES 2023 FIR | SUS-2023-01       | 1          | 1010-422-10-45   | DISPATCH CONTRACT          | 175.00        | 175.00          |
| Total SUS-2023-01: |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220401          | 257              | FOREST OFFICE EQUIPM | METER CHARGE-FD            | SV005342          | 1          | 1010-422-10-44   | RENT & LEASES EQUIP & VEHI | 16,314.35     | 16,314.35       |
| Total SV005342:    |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220401          | 257              | FOREST OFFICE EQUIPM | METER CHARGE-FD            | SV005788          | 1          | 1010-422-10-44   | RENT & LEASES EQUIP & VEHI | 31.49         | 31.49           |
| Total SV005788:    |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220401          | 257              | FOREST OFFICE EQUIPM | METER CHARGE-FD            | SV006385          | 1          | 1010-422-10-44   | RENT & LEASES EQUIP & VEHI | 33.25         | 33.25           |
| Total SV006385:    |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220401          | 257              | FOREST OFFICE EQUIPM | METER CHARGE-FD            | SV006545          | 1          | 1010-422-10-44   | RENT & LEASES EQUIP & VEHI | 31.49         | 31.49           |
| Total SV006545:    |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220401          | 257              | FOREST OFFICE EQUIPM | METER CHARGE-FD            | SV006699          | 1          | 1010-422-10-44   | RENT & LEASES EQUIP & VEHI | 31.49         | 31.49           |
| Total SV006699:    |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220401          | 257              | FOREST OFFICE EQUIPM | METER CHARGE-FD            | SV007003          | 1          | 1010-422-10-44   | RENT & LEASES EQUIP & VEHI | 32.33         | 32.33           |
| Total SV007003:    |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
| 02/24              | 02/29/2024          | 220402          | 265              | FRONTIER             | 021-0030-PD                | 0030 021024       | 1          | 1009-421-10-45   | COMMUNICATIONS             | 32.33         | 32.33           |
| Total 0030 021024: |                     |                 |                  |                      |                            |                   |            |                  |                            |               |                 |
|                    |                     |                 |                  |                      |                            |                   |            |                  |                            | 36.36         | 36.36           |
|                    |                     |                 |                  |                      |                            |                   |            |                  |                            | 826.89        | 826.89          |
|                    |                     |                 |                  |                      |                            |                   |            |                  |                            | 826.89        | 826.89          |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE                       |                  |              |               |                       |                        |                |         |                |                           | Check Register - Payments by Vendor |              | Page: 4 |  |
|------------------------------------------|------------------|--------------|---------------|-----------------------|------------------------|----------------|---------|----------------|---------------------------|-------------------------------------|--------------|---------|--|
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| GL Period                                | Check Issue Date | Check Number | Vendor Number | Payee                 | Description            | Invoice Number | Inv Seq | GL Account No  | GL Account Title          | Seq Amount                          | Check Amount |         |  |
| 02/24                                    | 02/29/2024       | 220402       | 285           | FRONTIER              | 257-0315 AWOS AIRPORT  | 0315 021524    | 1       | 7201-430-81-45 | COMMUNICATIONS            | 160.34                              | 160.34       |         |  |
| Total 0315 021524:                       |                  |              |               |                       |                        |                |         |                |                           |                                     |              |         |  |
| 02/24                                    | 02/29/2024       | 220402       | 285           | FRONTIER              | 257-3292 MUSEUM        | 3292 021024    | 1       | 1011-451-80-45 | COMMUNICATION             | 115.74                              | 115.74       |         |  |
| Total 3292 021024:                       |                  |              |               |                       |                        |                |         |                |                           |                                     |              |         |  |
| 02/24                                    | 02/29/2024       | 220403       | 1362          | IRON MOUNTAIN INFO. M | CITY HALL SHREDDING    | JHDP334        | 1       | 1000-417-10-43 | PROFESSIONAL SVCS         | 124.92                              | 124.92       |         |  |
| Total JHDP334:                           |                  |              |               |                       |                        |                |         |                |                           |                                     |              |         |  |
| 02/24                                    | 02/29/2024       | 220404       | 9983          | MODOC COUNTY RECOR    | ADVERTISEMENT          | 79395          | 1       | 1000-411-40-45 | ADVERTISING               | 40.50                               | 40.50        |         |  |
| Total 79395:                             |                  |              |               |                       |                        |                |         |                |                           |                                     |              |         |  |
| 02/24                                    | 02/29/2024       | 220405       | 5051          |                       | REFUND WATER DEPOSIT   | 10316000019    | 1       | 7110-2228-000  | DEPOSITS-CUSTOMER         | 15.94                               | 15.94        |         |  |
| 02/24                                    | 02/29/2024       | 220405       | 5051          |                       | REFUND GAS DEPOSIT     | 10316000019    | 2       | 7401-2228-000  | DEPOSITS-CUSTOMER         | 200.00                              | 200.00       |         |  |
| Total 10316000019:                       |                  |              |               |                       |                        |                |         |                |                           |                                     |              |         |  |
| 02/24                                    | 02/29/2024       | 220406       | 10939         |                       | REFUND GAS OVERPAYMENT | 10324101304.02 | 1       | 9999-1001-001  | CASH CLEARING - UTILITIES | 3.57                                | 3.57         |         |  |
| 02/24                                    | 02/29/2024       | 220406       | 10939         |                       | REFUND GAS DEPOSIT     | 10324101304.02 | 2       | 7401-2228-000  | DEPOSITS-CUSTOMER         | 200.00                              | 200.00       |         |  |
| Total 10324101304.02:                    |                  |              |               |                       |                        |                |         |                |                           |                                     |              |         |  |
| 02/24                                    | 02/29/2024       | 220407       | 76            | SUSANVILLE ACE HARD   | EXTENSION CORD-GAS     | 522817         | 1       | 7401-430-62-46 | SUPPLIES-GENERAL          | 45.78                               | 45.78        |         |  |
| Total 522817:                            |                  |              |               |                       |                        |                |         |                |                           |                                     |              |         |  |
| 02/24                                    | 02/29/2024       | 220407       | 76            | SUSANVILLE ACE HARD   | ICE MELT-FD            | 522876         | 1       | 1010-422-10-46 | SUPPLIES-GENERAL          | 45.44                               | 45.44        |         |  |
| Total 522876:                            |                  |              |               |                       |                        |                |         |                |                           |                                     |              |         |  |
| 02/24                                    | 02/29/2024       | 220407       | 76            | SUSANVILLE ACE HARD   | SUPPLIES-GAS           | 522950         | 1       | 7401-430-62-46 | SUPPLIES-GENERAL          | 3.56                                | 3.56         |         |  |
| Total 522950:                            |                  |              |               |                       |                        |                |         |                |                           |                                     |              |         |  |
| 02/24                                    | 02/29/2024       | 220407       | 76            | SUSANVILLE ACE HARD   | SUPPLIES-FD            | 523385         | 1       | 1010-422-10-46 | SUPPLIES-GENERAL          | 5.82                                | 5.82         |         |  |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE                       |                  |              |               |                      |                             |                |         |                |                      | Check Register - Payments by Vendor |              | Page: 5 |  |
|------------------------------------------|------------------|--------------|---------------|----------------------|-----------------------------|----------------|---------|----------------|----------------------|-------------------------------------|--------------|---------|--|
| Check Issue Dates: 2/29/2024 - 2/29/2024 |                  |              |               |                      |                             |                |         |                |                      | Feb 29, 2024 12:27PM                |              |         |  |
| GL Period                                | Check Issue Date | Check Number | Vendor Number | Payee                | Description                 | Invoice Number | Inv Seq | GL Account No  | GL Account Title     | Seq Amount                          | Check Amount |         |  |
| Total 5233385:                           |                  |              |               |                      |                             |                |         |                |                      | 5.82                                | 5.82         |         |  |
| 02/24                                    | 02/29/2024       | 220408       | 11011         | TEAMCALIFORNIA ECON  | ANNUAL MEMBERSHIP           | 3125           | 1       | 1000-465-10-48 | DUES AND MEMBERSHIPS | 2,500.00                            | 2,500.00     |         |  |
| Total 3125:                              |                  |              |               |                      |                             |                |         |                |                      | 2,500.00                            | 2,500.00     |         |  |
| 02/24                                    | 02/29/2024       | 220409       | 9544          | TONY'S CLEANING SERV | JANITORIAL SERVICES- P J    | 971            | 1       | 1009-421-10-44 | CUSTODIAL            | 600.00                              | 600.00       |         |  |
| Total 971:                               |                  |              |               |                      |                             |                |         |                |                      | 600.00                              | 600.00       |         |  |
| 02/24                                    | 02/29/2024       | 220409       | 9544          | TONY'S CLEANING SERV | JANITORIAL SERVICES- CITY H | 974            | 1       | 1000-417-10-43 | PROFESSIONAL SVCS    | 350.00                              | 350.00       |         |  |
| Total 974:                               |                  |              |               |                      |                             |                |         |                |                      | 350.00                              | 350.00       |         |  |
| 02/24                                    | 02/29/2024       | 220410       | 728           | U.S. POSTMASTER      | UB BILLING WATER            | 022924         | 1       | 7110-430-42-46 | POSTAGE              | 545.80                              | 545.80       |         |  |
| 02/24                                    | 02/29/2024       | 220410       | 728           | U.S. POSTMASTER      | UB BILLING WATER            | 022924         | 2       | 7110-430-42-46 | POSTAGE              | 281.16                              | 281.16       |         |  |
| Total 022924:                            |                  |              |               |                      |                             |                |         |                |                      | 826.96                              | 826.96       |         |  |
| 02/24                                    | 02/29/2024       | 220411       | 770           | WESTERN NEVADA SUP   | SUPPLIES-WATER              | 61141271       | 1       | 7110-430-42-46 | SUPPLIES-GENERAL     | 167.73                              | 167.73       |         |  |
| Total 61141271:                          |                  |              |               |                      |                             |                |         |                |                      | 167.73                              | 167.73       |         |  |
| Grand Totals:                            |                  |              |               |                      |                             |                |         |                |                      | 37,882.79                           | 37,882.79    |         |  |

Report Criteria:

Report type: GL detail

Check Voided = False

M = Manual Check, V = Void Check

## CITY OF SUSANVILLE

Check Register - Payments by Vendor  
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## Report Criteria:

Report type: GL detail  
Check Voided = False

| GL<br>Period       | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee               | Description             | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title    | Seq<br>Amount | Check<br>Amount |
|--------------------|---------------------|-----------------|------------------|---------------------|-------------------------|-------------------|------------|------------------|---------------------|---------------|-----------------|
| 03/24              | 03/07/2024          | 220419          | 9432             | ALL SEASON HEATING  | #0030 WOODSMOKE REDUCTI | 022924            | 1          | 8407-430-10-48   | GRANTS              | 5,000.00      | 5,000.00        |
| Total 022924:      |                     |                 |                  |                     |                         |                   |            |                  |                     |               |                 |
| 03/24              | 03/07/2024          | 220420          | 10981            | ALSCO INC           | UNIFORMS-STREETS        | LREN1915534       | 1          | 2007-431-20-44   | LINEN SERVICE       | 44.54         | 44.54           |
| Total LREN1915534: |                     |                 |                  |                     |                         |                   |            |                  |                     |               |                 |
| 03/24              | 03/07/2024          | 220420          | 10981            | ALSCO INC           | UNIFORMS-GAS            | LREN1915535       | 1          | 7401-430-62-44   | LINEN SERVICES      | 70.06         | 70.06           |
| Total LREN1915535: |                     |                 |                  |                     |                         |                   |            |                  |                     |               |                 |
| 03/24              | 03/07/2024          | 220420          | 10981            | ALSCO INC           | UNIFORMS-STREETS        | LREN1917165       | 1          | 2007-431-20-44   | LINEN SERVICE       | 44.54         | 44.54           |
| Total LREN1917165: |                     |                 |                  |                     |                         |                   |            |                  |                     |               |                 |
| 03/24              | 03/07/2024          | 220420          | 10981            | ALSCO INC           | UNIFORMS-GAS            | LREN1917166       | 1          | 7401-430-62-44   | LINEN SERVICES      | 70.06         | 70.06           |
| Total LREN1917166: |                     |                 |                  |                     |                         |                   |            |                  |                     |               |                 |
| 03/24              | 03/07/2024          | 220420          | 10981            | ALSCO INC           | UNIFORMS-PARKS          | LREN1917168       | 1          | 1011-452-20-44   | LINEN SERVICES      | 35.28         | 35.28           |
| Total LREN1917168: |                     |                 |                  |                     |                         |                   |            |                  |                     |               |                 |
| 03/24              | 03/07/2024          | 220421          | 44               | ARAMARK UNIFORM SER | CUSTODIAL SUPPLIES-PW   | 5980176703        | 1          | 7620-430-10-46   | SUPPLIES-JANITORIAL | 338.14        | 338.14          |
| 03/24              | 03/07/2024          | 220421          | 44               | ARAMARK UNIFORM SER | UNIFORM SERVICE-STREETS | 5980176703        | 2          | 2007-431-20-44   | LINEN SERVICE       | 70.87         | 70.87           |
| Total 5980176703:  |                     |                 |                  |                     |                         |                   |            |                  |                     |               |                 |
| 03/24              | 03/07/2024          | 220421          | 44               | ARAMARK UNIFORM SER | UNIFORM SERVICE-STREETS | 5980178584        | 1          | 2007-431-20-44   | LINEN SERVICE       | 56.67         | 56.67           |
| Total 5980178584:  |                     |                 |                  |                     |                         |                   |            |                  |                     |               |                 |
| 03/24              | 03/07/2024          | 220421          | 44               | ARAMARK UNIFORM SER | UNIFORM SERVICE- WATER  | 5980178585        | 1          | 7110-430-42-44   | LINEN SERVICE       | 55.24         | 55.24           |

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| GL<br>Period         | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee               | Description                | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title          | Seq<br>Amount | Check<br>Amount |
|----------------------|---------------------|-----------------|------------------|---------------------|----------------------------|-------------------|------------|------------------|---------------------------|---------------|-----------------|
| Total 5980178586:    |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220421          | 44               | ARAMARK UNIFORM SER | UNIFORM SERVICE-PW         | 5980178586        | 1          | 7620-430-10-44   | LINEN SERVICE             | 55.24         | 55.24           |
| 03/24                | 03/07/2024          | 220421          | 44               | ARAMARK UNIFORM SER | UNIFORM SERVICE-PARKS      | 5980178586        | 2          | 1011-452-20-44   | LINEN SERVICES            | 48.97         | 48.97           |
| Total 5980178586:    |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220422          | 10390            | AUTOZONE PARTS INC  | SUPPLIES-GAS               | 4015445725        | 1          | 7401-430-62-44   | REPAIR AND MAINT-VEHICLE  | 11.61         | 11.61           |
| 03/24                | 03/07/2024          | 220422          | 10390            | AUTOZONE PARTS INC  | SUPPLIES-WATER             | 4015445725        | 2          | 7110-430-42-44   | REPAIR AND MAINTENANCE-VE | 60.58         | 60.58           |
| 03/24                | 03/07/2024          | 220422          | 10390            | AUTOZONE PARTS INC  | SUPPLIES-STREETS SB1       | 4015445725        | 3          | 2007-431-20-44   | REPAIR AND MAINTENANCE-VE | 5.54          | 5.54            |
| Total 4015445725:    |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220423          | 1307             | C&S WASTE SOLUTIONS | DOYLE CLEAN UP             | 175719528U037     | 1          | 8404-430-15-48   | GRANTS                    | 16.62         | 16.62           |
| Total 175719528U037: |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220423          | 1307             | C&S WASTE SOLUTIONS | 1505 MAIN ST-FD            | 175719885U037     | 1          | 1010-422-10-44   | DISPOSAL                  | 1,434.93      | 1,434.93        |
| Total 175719885U037: |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220424          | 116              | CASHMAN EQUIPMENT C | REPAIR & MAINT-STREETS SB1 | INPS3876738       | 1          | 2005-431-20-44   | REPAIR AND MAINTENANCE VE | 229.41        | 229.41          |
| Total INPS3876738:   |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220425          | 148              | COMPUTER LOGISTICS  | WAVE PHONE CONTRACT 12/23  | 84902             | 1          | 1009-421-10-45   | COMMUNICATIONS            | 1,010.09      | 1,010.09        |
| Total 84902:         |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220426          | 161              | CSK AUTO INC        | REPAIR & MAINT-WATER       | 2740486243        | 1          | 7110-430-42-44   | REPAIR AND MAINTENANCE-VE | 727.50        | 727.50          |
| Total 2740486243:    |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220426          | 161              | CSK AUTO INC        | CREDIT- WATER              | 2740486258        | 1          | 7110-430-42-44   | REPAIR AND MAINTENANCE-VE | 211.06        | 211.06          |
| Total 2740486258:    |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220426          | 161              | CSK AUTO INC        | FUEL FILTER-WATER          | 2740486259        | 1          | 7110-430-42-44   | REPAIR AND MAINTENANCE-VE | 30.67-        | 30.67-          |
| Total 2740486259:    |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220426          | 161              | CSK AUTO INC        |                            |                   |            |                  |                           | 13.47         | 13.47           |

M = Manual Check, V = Void Check

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Check Register - Payments by Vendor  
Check Issue Dates: 3/7/2024 - 3/7/2024Page: 3  
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| GL<br>Period      | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee        | Description                | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title            | Seq<br>Amount | Check<br>Amount |
|-------------------|---------------------|-----------------|------------------|--------------|----------------------------|-------------------|------------|------------------|-----------------------------|---------------|-----------------|
| Total 2740486259: |                     |                 |                  |              |                            |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | REPAIR & MAINT-GAS         | 2740486261        | 1          | 7401-430-62-44   | REPAIR AND MAINT-VEHICLE    | 13.47         | 13.47           |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | REPAIR & MAINT-WATER       | 2740486261        | 2          | 7110-430-42-44   | REPAIR AND MAINT-VEHICLE    | 9.02          | 9.02            |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | REPAIR & MAINT-STREETS SB1 | 2740486261        | 3          | 2005-431-20-44   | REPAIR AND MAINT-VEHICLE    | 9.01          | 9.01            |
| Total 2740486261: |                     |                 |                  |              |                            |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | CREDIT- WATER              | 2740486357        | 1          | 7110-430-42-44   | REPAIR AND MAINT-VEHICLE    | 27.05         | 27.05           |
| Total 2740486357: |                     |                 |                  |              |                            |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | CAPSULE-PARKS              | 2740488811        | 1          | 1011-452-20-44   | VEHICLE - REPAIR & MAINTENA | 22.00-        | 22.00-          |
| Total 2740488811: |                     |                 |                  |              |                            |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | CAPSULE-GAS                | 2740488812        | 1          | 7401-430-62-44   | REPAIR AND MAINT-VEHICLE    | 4.87          | 4.87            |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | CAPSULE-WATER              | 2740488812        | 2          | 7110-430-42-44   | REPAIR AND MAINT-VEHICLE    | 4.87          | 4.87            |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | CAPSULE-STREETS SB1        | 2740488812        | 3          | 2005-431-20-44   | REPAIR AND MAINT-VEHICLE    | 4.86          | 4.86            |
| Total 2740488812: |                     |                 |                  |              |                            |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | WIPER BLADE-STREETS SB1    | 2740488884        | 1          | 2005-431-20-44   | REPAIR AND MAINT-VEHICLE    | 14.59         | 14.59           |
| Total 2740488884: |                     |                 |                  |              |                            |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | BRAKE CLEANER-GAS          | 2740488957        | 1          | 7401-430-62-44   | REPAIR AND MAINT-VEHICLE    | 13.77         | 13.77           |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | BRAKE CLEANER-WATER        | 2740488957        | 2          | 7110-430-42-44   | REPAIR AND MAINT-VEHICLE    | 30.23         | 30.23           |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | BRAKE CLEANER-STREETS SB   | 2740488957        | 3          | 2005-431-20-44   | REPAIR AND MAINT-VEHICLE    | 30.22         | 30.22           |
| Total 2740488957: |                     |                 |                  |              |                            |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | SUPPLIES-STREETS SB1       | 2740489158        | 1          | 2005-431-20-44   | REPAIR AND MAINT-VEHICLE    | 90.67         | 90.67           |
| Total 2740489158: |                     |                 |                  |              |                            |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | FUEL FILTER-GAS            | 2740490695        | 1          | 7401-430-62-44   | REPAIR AND MAINT-VEHICLE    | 24.25         | 24.25           |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | FUEL FILTER-WATER          | 2740490695        | 2          | 7110-430-42-44   | REPAIR AND MAINT-VEHICLE    | 24.25         | 24.25           |
| Total 2740490695: |                     |                 |                  |              |                            |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | FUEL FILTER-GAS            | 2740490695        | 1          | 7401-430-62-44   | REPAIR AND MAINT-VEHICLE    | 7.57          | 7.57            |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC | FUEL FILTER-WATER          | 2740490695        | 2          | 7110-430-42-44   | REPAIR AND MAINT-VEHICLE    | 7.57          | 7.57            |

M = Manual Check, V = Void Check

| GL<br>Period      | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                | Description              | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title            | Seq<br>Amount | Check<br>Amount |
|-------------------|---------------------|-----------------|------------------|----------------------|--------------------------|-------------------|------------|------------------|-----------------------------|---------------|-----------------|
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC         | FUEL FILTER-STREET SB1   | 2740490695        | 3          | 2005-431-20-44   | REPAIR AND MAINTENANCE VE   | 7.56          | 7.56            |
| Total 2740490695: |                     |                 |                  |                      |                          |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220426          | 161              | CSK AUTO INC         | FUEL FILTER-GC           | 2740490875        | 1          | 7530-451-56-44   | REPAIR & MAINTENANCE MISC   | 9.73          | 9.73            |
| Total 2740490875: |                     |                 |                  |                      |                          |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220427          | 10670            | CURRENT ELECTRIC & A | 800 SOUTH STREET         | 048404            | 1          | 7620-430-10-43   | TECHNICAL SVCS              | 40.00         | 40.00           |
| Total 048404:     |                     |                 |                  |                      |                          |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220428          | 173              | DATCO SERVICES       | EMPLOYEE QTRLY SVC FEES  | 3-70383           | 1          | 1000-416-10-43   | TECHNICAL SVCS              | 312.00        | 312.00          |
| Total 3-70383:    |                     |                 |                  |                      |                          |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220428          | 1261             | DIAMOND TRUCK AND A  | REPAIRS & MAINT-FD       | 5814              | 1          | 1010-422-10-44   | VEHICLE - REPAIR & MAINTENA | 515.00        | 515.00          |
| Total 5814:       |                     |                 |                  |                      |                          |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220430          | 219              | ED STAUB & SONS PETR | 192.10 GAL PROPANE-GC    | 10386784          | 1          | 7530-451-50-46   | PROPANE                     | 515.16        | 515.16          |
| Total 10386784:   |                     |                 |                  |                      |                          |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220431          | 10867            | EMERGENCY VEHICLE O  | DURANGO EMERGENCY OUTFI  | 7240              | 1          | 1009-421-10-47   | VEHICLES                    | 14,625.19     | 14,625.19       |
| Total 7240:       |                     |                 |                  |                      |                          |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220432          | 1033             | FGL ENVIRONMENTAL    | WEEKLY WATER SAMPLING-D  | 471159A           | 1          | 7110-430-42-43   | PROFESSIONAL SVCS           | 117.00        | 117.00          |
| Total 471159A:    |                     |                 |                  |                      |                          |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220432          | 1033             | FGL ENVIRONMENTAL    | WEEKLY WATER SAMPLING-JO | 471160A           | 1          | 7112-430-42-43   | PROFESSIONAL SVCS           | 39.00         | 39.00           |
| Total 471160A:    |                     |                 |                  |                      |                          |                   |            |                  |                             |               |                 |
| 03/24             | 03/07/2024          | 220432          | 1033             | FGL ENVIRONMENTAL    | WEEKLY WATER SAMPLING-D  | 471308A           | 1          | 7110-430-42-43   | PROFESSIONAL SVCS           | 141.00        | 141.00          |

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| GL<br>Period    | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                 | Description                | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title            | Seq<br>Amount | Check<br>Amount |
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| Total 471308A:  |                     |                 |                  |                       |                            |                   |            |                  |                             |               |                 |
| 03/24           | 03/07/2024          | 220433          | 257              | FOREST OFFICE EQUIPM  | MAINT.CONTRACT FOLD MACHI  | SV007044          | 1          | 7401-430-62-43   | TECHNICAL SVCS              | 44.08         | 44.08           |
| 03/24           | 03/07/2024          | 220433          | 257              | FOREST OFFICE EQUIPM  | MAINT.CONTRACT FOLD MACHI  | SV007044          | 2          | 7110-430-42-43   | TECHNICAL SVCS              | 44.08         | 44.08           |
| Total SV007044: |                     |                 |                  |                       |                            |                   |            |                  |                             |               |                 |
| 03/24           | 03/07/2024          | 220433          | 257              | FOREST OFFICE EQUIPM  | KYOCERA COPIER -PW         | SV007133          | 1          | 7620-430-10-43   | TECHNICAL SVCS              | 306.92        | 306.92          |
| Total SV007133: |                     |                 |                  |                       |                            |                   |            |                  |                             |               |                 |
| 03/24           | 03/07/2024          | 220433          | 257              | FOREST OFFICE EQUIPM  | COPIER-FD                  | SV007158          | 1          | 1010-422-10-44   | RENT & LEASES EQUIP & VEHI  | 33.00         | 33.00           |
| Total SV007158: |                     |                 |                  |                       |                            |                   |            |                  |                             |               |                 |
| 03/24           | 03/07/2024          | 220434          | 10738            | GAETKE MEDICAL CORP   | PROFESSIONAL SERVICES-FD   | 601               | 1          | 1010-422-10-43   | PROFESSIONAL SVCS           | 1,400.00      | 1,400.00        |
| Total 601:      |                     |                 |                  |                       |                            |                   |            |                  |                             |               |                 |
| 03/24           | 03/07/2024          | 220435          | 10995            | INLAND SUPPLY CO INC  | TRASH CAN LINERS- CAL RECY | 5000467           | 1          | 1011-452-24-46   | SUPPLIES GENERAL            | 143.21        | 143.21          |
| Total 5000467:  |                     |                 |                  |                       |                            |                   |            |                  |                             |               |                 |
| 03/24           | 03/07/2024          | 220435          | 10995            | INLAND SUPPLY CO INC  | TRASH CAN LINERS- CAL RECY | 5000472           | 1          | 1011-452-24-46   | SUPPLIES GENERAL            | 214.37        | 214.37          |
| Total 5000472:  |                     |                 |                  |                       |                            |                   |            |                  |                             |               |                 |
| 03/24           | 03/07/2024          | 220436          | 1362             | IRON MOUNTAIN INFO. M | POLICE DEPARTMENT SHREDD   | HHWC082           | 1          | 1009-421-10-43   | PROFESSIONAL SERVICES       | 108.91        | 108.91          |
| Total HHWC082:  |                     |                 |                  |                       |                            |                   |            |                  |                             |               |                 |
| 03/24           | 03/07/2024          | 220436          | 1362             | IRON MOUNTAIN INFO. M | POLICE DEPARTMENT SHREDD   | JGPN718           | 1          | 1009-421-10-43   | PROFESSIONAL SERVICES       | 127.37        | 127.37          |
| Total JGPN718:  |                     |                 |                  |                       |                            |                   |            |                  |                             |               |                 |
| 03/24           | 03/07/2024          | 220437          | 11016            |                       | REPAIR & MAINT-FIRE        | 9232              | 1          | 1010-422-10-44   | FACILITY -REPAIR & MAINTENA | 775.00        | 775.00          |

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|----------------------|---------------------|-----------------|------------------|---------------------|----------------------------|-------------------|------------|------------------|---------------------------|---------------|-----------------|
| Total 9232:          |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220438          | 9906             |                     | TR EX MCCLELLAN POST BASI  | 021324            | 1          | 1009-421-10-45   | TRAINING                  | 775.00        | 775.00          |
| Total 021324:        |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220439          | 404              | LASSEN COMMUNITY CO | ROPE RESCUE TRAINING-FD    | 030524            | 1          | 1010-422-10-45   | TRAVEL                    | 379.50        | 379.50          |
| Total 030524:        |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220440          | 391              | LASSEN COUNTY CHAM  | VENDOR FEES SPRING SHOW    | 022824            | 1          | 7401-430-52-45   | ADVERTISING               | 1,138.00      | 1,138.00        |
| Total 022824:        |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220441          | 437              | LMUD                | GOLF COURSE IRR WELL/ NAG  | 122907 022524     | 1          | 7530-451-52-46   | ELECTRICITY               | 50.00         | 50.00           |
| Total 122907 022524: |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220441          | 437              | LMUD                | 470-895 CIRCLE DR-CLUB HOU | 144281 022524     | 1          | 7530-451-52-46   | ELECTRICITY               | 50.80         | 50.80           |
| Total 144281 022524: |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220441          | 437              | LMUD                | LITTLE LEAGUE AREA LIGHTS- | 3522 022524       | 1          | 1011-452-20-46   | ELECTRICITY               | 202.45        | 202.45          |
| Total 3522 022524:   |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220441          | 437              | LMUD                | 925 SIERRA RD SPORTS CTR   | 60453 022524      | 1          | 1011-452-20-46   | ELECTRICITY               | 76.09         | 76.09           |
| Total 60453 022524:  |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220441          | 437              | LMUD                | GOLF COURSE OLD CLUB HOU   | 7394 022524       | 1          | 7530-451-50-46   | ELECTRICITY               | 30.21         | 30.21           |
| Total 7394 022524:   |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220442          | 1508             | MAIN STREET LUBE    | REPAIR & MAINT- PD         | 43195             | 1          | 1009-421-10-44   | VEHICLE-REPAIR & MAINTENA | 82.68         | 82.68           |
| Total 43195:         |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/07/2024          | 220442          | 1508             | MAIN STREET LUBE    | REPAIR & MAINT- PD         | 43195             | 1          | 1009-421-10-44   | VEHICLE-REPAIR & MAINTENA | 63.87         | 63.87           |
| Total 43195:         |                     |                 |                  |                     |                            |                   |            |                  |                           |               |                 |

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| 03/24                | 03/07/2024          | 220443          | 8031             |                       | TR EX POST BASIC TRAFFIC C | 030724            | 1          | 1009-421-10-45   | TRAINING                   | 379.50        | 379.50          |
| Total 030724:        |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 03/24                | 03/07/2024          | 220444          | 481              | MISSION LINEN & UNIFO | JANITORIAL SUPPLIES-PD     | 52117302          | 1          | 1009-421-10-46   | SUPPLIES-JANITORIAL        | 175.00        | 175.00          |
| Total 52117302:      |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 03/24                | 03/07/2024          | 220445          | 10668            |                       | REIM TR EX WHEATLAND CA    | 021624            | 1          | 2045-421-22-45   | TRAVEL                     | 147.50        | 147.50          |
| Total 021624:        |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 03/24                | 03/07/2024          | 220446          | 9133             | OWEN EQUIPMENT SALE   | REPAIR & MAINT-STREETS SB1 | 00062409          | 1          | 2005-431-20-44   | REPAIR AND MAINTENANCE VE  | 274.08        | 274.08          |
| Total 00062409:      |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 03/24                | 03/07/2024          | 220446          | 9133             | OWEN EQUIPMENT SALE   | REPAIR & MAINT-STREETS SB1 | 00062421          | 1          | 2005-431-20-44   | REPAIR AND MAINTENANCE VE  | 384.57        | 384.57          |
| Total 00062421:      |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 03/24                | 03/07/2024          | 220446          | 9133             | OWEN EQUIPMENT SALE   | REPAIR & MAINT-STREETS SB1 | 00062428          | 1          | 2005-431-20-44   | REPAIR AND MAINTENANCE VE  | 171.89        | 171.89          |
| Total 00062428:      |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 03/24                | 03/07/2024          | 220447          | 556              | PITNEY BOWES INC      | MONTHLY MAINT POSTAGE MA   | 3106552417        | 1          | 1000-417-10-44   | RENT & LEASES EQUIP & VEHI | 777.87        | 777.87          |
| Total 3106552417:    |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 03/24                | 03/07/2024          | 220448          | 10563            | POLICY CONSULTING AS  | LAFCO STAFF SVCS & EXPENS  | LASSEN-2024-2     | 1          | 8402-413-30-43   | LAFCO EXEC. OFFICE SVC     | 3,500.00      | 3,500.00        |
| 03/24                | 03/07/2024          | 220448          | 10563            | POLICY CONSULTING AS  | LAFCO STAFF SVCS & EXPENS  | LASSEN-2024-2     | 2          | 8402-413-30-43   | TECHNICAL SVCS             | 315.00        | 315.00          |
| Total LASSEN-2024-2: |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 03/24                | 03/07/2024          | 220449          | 9689             | PRENTICE LONG & EPPE  | MONTHLY ATTORNEY FEES      | 6449              | 1          | 1000-412-10-43   | PROFESSIONAL SVCS          | 6,500.00      | 6,500.00        |
| Total 6449:          |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 03/24                | 03/07/2024          | 220450          | 572              | QUILL CORPORATION     | SUPPLIES-FINANCE           | 37060504          | 1          | 1000-415-10-46   | SUPPLIES-GENERAL           | 16.97         | 16.97           |

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| Total 37060504:    |                     |                 |                  |                      |                     |                   |            |                  |                           |               |                 |
| 03/24              | 03/07/2024          | 220450          | 572              | QUILL CORPORATION    | STORAGE BOXES       | 37159047          | 1          | 1000-417-10-46   | SUPPLIES-GENERAL          | 167.97        | 167.97          |
| 03/24              | 03/07/2024          | 220450          | 572              | QUILL CORPORATION    | STORAGE BOXES       | 37159047          | 2          | 1000-415-10-46   | SUPPLIES-GENERAL          | 161.69        | 161.69          |
| Total 37159047:    |                     |                 |                  |                      |                     |                   |            |                  |                           |               |                 |
| 03/24              | 03/07/2024          | 220451          | 11015            |                      | REFUND GAS DEPOSIT  | 10216700014       | 1          | 7401-2228-000    | DEPOSITS-CUSTOMER         | 29.94         | 29.94           |
| Total 10216700014: |                     |                 |                  |                      |                     |                   |            |                  |                           |               |                 |
| 03/24              | 03/07/2024          | 220452          | 1479             | SIERRA BROADCASTING  | ADVERTISING-GAS     | 24010150          | 1          | 7401-430-62-45   | ADVERTISING               | 499.00        | 499.00          |
| Total 24010150:    |                     |                 |                  |                      |                     |                   |            |                  |                           |               |                 |
| 03/24              | 03/07/2024          | 220453          | 1270             | SILVER STATE BARRICA | STREET SIGNS-SB1    | 032103            | 1          | 2005-431-20-44   | REPAIR AND MAINTENANCE-MI | 440.52        | 440.52          |
| Total 032103:      |                     |                 |                  |                      |                     |                   |            |                  |                           |               |                 |
| 03/24              | 03/07/2024          | 220454          | 76               | SUSANVILLE ACE HARD  | ROLLER-STREETTS SB1 | 522380            | 1          | 2005-431-20-44   | REPAIR AND MAINTENANCE VE | 8.56          | 8.56            |
| Total 522380:      |                     |                 |                  |                      |                     |                   |            |                  |                           |               |                 |
| 03/24              | 03/07/2024          | 220454          | 76               | SUSANVILLE ACE HARD  | TARP-SNOW           | 522755            | 1          | 2006-431-25-46   | SUPPLIE - GENERAL         | 19.47         | 19.47           |
| Total 522755:      |                     |                 |                  |                      |                     |                   |            |                  |                           |               |                 |
| 03/24              | 03/07/2024          | 220454          | 76               | SUSANVILLE ACE HARD  | TARP-SNOW           | 523049            | 1          | 2006-431-25-46   | SUPPLIE - GENERAL         | 37.01         | 37.01           |
| Total 523049:      |                     |                 |                  |                      |                     |                   |            |                  |                           |               |                 |
| 03/24              | 03/07/2024          | 220454          | 76               | SUSANVILLE ACE HARD  | SUPPLIES-PW         | 523129            | 1          | 7620-430-10-46   | SUPPLIES-GENERAL          | 16.93         | 16.93           |
| Total 523129:      |                     |                 |                  |                      |                     |                   |            |                  |                           |               |                 |
| 03/24              | 03/07/2024          | 220454          | 76               | SUSANVILLE ACE HARD  | ROLLER-STREETTS SB1 | 523142            | 1          | 2005-431-20-44   | REPAIR AND MAINTENANCE-MI | 19.45         | 19.45           |

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| Total 523142:     |                     |                 |                  |                      |                           |                   |            |                  |                            |               |                 |
| 03/24             | 03/07/2024          | 220454          | 76               | SUSANVILLE ACE HARD  | SUPPLIES-PARKS            | 523379            | 1          | 1011-452-20-44   | MISC - REPAIR & MAINTENANC | 16.25         | 16.25           |
| Total 523379:     |                     |                 |                  |                      |                           |                   |            |                  |                            |               |                 |
| 03/24             | 03/07/2024          | 220455          | 76               | SUSANVILLE ACE HARD  | TRASH CAN-CAL RECYCLE     | 523422            | 1          | 1011-452-24-46   | SUPPLIES GENERAL           | 233.74        | 233.74          |
| Total 523422:     |                     |                 |                  |                      |                           |                   |            |                  |                            |               |                 |
| 03/24             | 03/07/2024          | 220456          | 873              | SUSANVILLE FORD      | REPAIR & MAINT- WATER     | 5011711           | 1          | 7110-430-42-44   | REPAIR AND MAINTENANCE-VE  | 111.81        | 111.81          |
| Total 5011711:    |                     |                 |                  |                      |                           |                   |            |                  |                            |               |                 |
| 03/24             | 03/07/2024          | 220456          | 873              | SUSANVILLE FORD      | REPAIR & MAINT- WATER     | 5011852           | 1          | 7110-430-42-44   | REPAIR AND MAINTENANCE-VE  | 133.75        | 133.75          |
| Total 5011852:    |                     |                 |                  |                      |                           |                   |            |                  |                            |               |                 |
| 03/24             | 03/07/2024          | 220457          | 9337             | SWRCB-DWOCP          | WATER TREATMENT OPERATO   | 022924            | 1          | 7110-430-42-45   | TRAVEL                     | 65.00         | 65.00           |
| Total 022924:     |                     |                 |                  |                      |                           |                   |            |                  |                            |               |                 |
| 03/24             | 03/07/2024          | 220458          | 9544             | TONY'S CLEANING SERV | JANITORIAL SERVICES- PW   | 978               | 1          | 7620-430-10-44   | CUSTODIAL                  | 300.00        | 300.00          |
| Total 978:        |                     |                 |                  |                      |                           |                   |            |                  |                            |               |                 |
| 03/24             | 03/07/2024          | 220459          | 749              | VERIZON WIRELESS     | CELLULAR PHONES - FD      | 9956945797        | 1          | 1010-422-10-45   | COMMUNICATIONS             | 339.68        | 339.68          |
| 03/24             | 03/07/2024          | 220459          | 749              | VERIZON WIRELESS     | CELLULAR PHONES - PLHA CS | 9956945797        | 2          | 1009-421-10-45   | COMMUNICATIONS             | 750.38        | 750.38          |
| 03/24             | 03/07/2024          | 220459          | 749              | VERIZON WIRELESS     | CELLULAR PHONES - ECON D  | 9956945797        | 3          | 1000-465-10-45   | COMMUNICATIONS             | 1,367.22      | 1,367.22        |
| 03/24             | 03/07/2024          | 220459          | 749              | VERIZON WIRELESS     | CELLULAR PHONES - CITY CO | 9956945797        | 4          | 1000-411-10-45   | COMMUNICATIONS             | 125.73        | 125.73          |
| Total 9956945797: |                     |                 |                  |                      |                           |                   |            |                  |                            |               |                 |
| 03/24             | 03/07/2024          | 220460          | 10968            |                      | REIM TR EX ICS 300        | 030424            | 1          | 1010-422-10-45   | TRAVEL                     | 300.00        | 300.00          |
| Total 030424:     |                     |                 |                  |                      |                           |                   |            |                  |                            |               |                 |
| Total 300.00:     |                     |                 |                  |                      |                           |                   |            |                  |                            |               |                 |

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|---------------|---------------------|-----------------|------------------|-------|-------------|-------------------|------------|------------------|---------------------|---------------|-----------------|
| Grand Totals: |                     |                 |                  |       |             |                   |            |                  |                     |               |                 |
|               |                     |                 |                  |       |             |                   |            |                  |                     | 49,005.39     | 49,005.39       |

Report Criteria:

Report type: GL detail

Check Voided = False

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Submitted By:</b>     | Jolene Arredondo, Administrative Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Action Date:</b>      | March 20, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>SUBJECT:</b>          | Consider co-sponsorship of the 35th Annual Junior Fishing Derby to be held on Saturday, May 18, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>PRESENTED BY:</b>     | Dan Newton, City Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>SUMMARY:</b>          | <p>The Lassen Sportsmen’s Club is hosting the 35th Annual Junior Fishing Derby at Memorial Park and on the Susan River on Saturday, May 18, 2024. The event draws around 500 children/youth ages 2 to 15 each year.</p> <p>The Lassen Sportsmen’s Club is requesting the City of Susanville co-sponsorship for the Junior Fishing Derby. As part of that sponsorship, Lassen Sportsmen's Club is requesting:</p> <ul style="list-style-type: none"><li>• Use of civic contribution in the amount of \$1,000 for the purchase of fish (adopted in 23/24 FY Budget)</li><li>• Insurance coverage for the event</li><li>• Use of Memorial Park and Bandstand for event - fee waived</li><li>• Usage of Power Panel - fee waived</li><li>• Printing of the Derby entry forms</li></ul> |
| <b>FISCAL IMPACT:</b>    | \$212 unearned revenue (waived fees), event insurance of \$350, expenditure of \$1,000 of civic contribution funds (adopted in 23/24 FY Budget), and estimated \$250 for cost of printing entry forms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ACTION REQUESTED:</b> | Motion to approve co-sponsorship of the 35th Annual Junior Fishing Derby to be held on May 18, 2024 at Memorial Park; waive power panel and park rental fee; provide insurance for the event; and expend \$1,000 civic contribution to Lassen Sportsmen's Club for the purchase of fish.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>ATTACHMENTS:</b>      | <a href="#">2024 Junior Fishing Derby Co-Sponsor Request Letter.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



# Lassen Sportsmens Club

259 Maple Street • Susanville, CA 96130

February 19, 2024

Susanville City Council  
Attn: Dan Newton, City Administrator  
66 N Lassen Street  
Susanville, CA 96130

Dear Mr. Newton:

The Lassen Sportsmens Club will be holding its 35<sup>th</sup> Annual Junior Fishing Derby on Saturday, May 18, 2024 at Memorial Park and on the Susan River. The derby is the only one sanctioned by the California Fish & Wildlife Department to operate outside the normal fishing season.

We would like to again invite you and the County of Lassen to officially co-sponsor this event, along with the S.I.R. Tribal Business Council. As part of that sponsorship, we would request the following items be provided from the City:

- Donation of \$1,000 for the purchase of fish
- Insurance coverage for the event
- Use of Memorial Park and Bandstand for event – fee waived
- Usage of Power panel – fee waived
- Printing of the Derby entry forms

Our event budget is \$7,500, with the purchase of approximately one thousand pounds of fish accounting for \$7,000 of that amount.

The past few years we have averaged around 500 youngsters, ages 2 to 15, which participate in this event. Over the past 30+ years we have had more than 16,000 young people locally and from Northern California develop the love of fishing. We are starting to see the grand children of some of our earliest participants now taking part in the Junior Fishing Derby.

For tax purposes, the Taxpayer ID Number (TIN) for the club is 81-1970187. The Lassen Sportsmens Club is a 501(c)(3) non-profit organization.

If you have any further questions, please contact our club president, Wade Workman at (530) 310-0151 or the club treasurer, Carla Dieter at (530) 251-6240.

Thank you for the long term support the city has given this event over the past 35 years and for your consideration.

Sincerely,

WADE WORKMAN, President  
Lassen Sportsmens Club



**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Bob Godman, Public Works

**Action Date:** March 20, 2024

**SUBJECT:** Consider **Resolution No. 24-6288**, approving the Susanville Experimental Aircraft Association using the Susanville Municipal Airport for their 2024 Airfair scheduled for June 1, 2024, and authorizing the Finance Director to increase the Airport 7201 budget by \$500.00 to pay for half of the liability insurance for the event.

**PRESENTED BY:** Bob Godman, Public Works Director

**SUMMARY:** The Susanville Experimental Aircraft Association , Chapter 794, is having their annual Airfair on June 1, 2024. They have contacted the City and requested that the City joint sponsor the Airfair with them. The sponsorship would include the use of the Airport for the Airfair, an increase to the Airport's budget to pay half of the liability for the event and the use of Public Work's water truck and barricades.

**FISCAL IMPACT:** \$500 increase to the Airport's 7201 Fund with no impact to the General Fund.

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6288, approving the Susanville Experimental Aircraft Association using the Susanville Municipal Airport for their 2024 Airfair scheduled for June 1, 2024, authorizing the Finance Director to increase the Airport 7201 budget by \$500.00 to pay for half of the liability insurance for the event.

**ATTACHMENTS:**  
[City Letter 2024 Airfair.docx](#)  
[24-6288.pdf](#)

Feb 21, 2024

City of Susanville

66 North Lassen St.

Susanville, Ca. 96130

Members of the City Council:

The Susanville Experimental Aircraft Association is requesting the use of the Susanville Airport on June 1st, 2024 for the Annual Susanville Airfair. The Airfair is joint sponsored each year by the EAA Chapter 794 and the City of Susanville, with the City providing a water truck, barricades, the facility and usually paying for half of the Insurance which is under \$500.00. Thank you for your support in the past and your consideration of this year's event.

Respectfully,

Steven Datema

Airfair Committee



**AGENDA ITEM NO. 7.A**  
**Public Hearing**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Kelly Mumper, Building & Planning Division

**Action Date:** March 20, 2024

**SUBJECT:** Consider **Resolution No. 24-6284**, adopting the Final General Plan Land Use Element Update to the Land Use Element of the *City of Susanville General Plan 1990-2010*.

**PRESENTED BY:** Kelly Mumper, City Planner

**SUMMARY:** The City of Susanville has hired a consultant team to work with city planning staff to update the Land Use Element of the existing City of Susanville General Plan. The intent of the General Plan Element update is to provide key policy and goal updates pertaining to Land Use as required by State Law. The project environmental status pursuant to the California Environmental Quality Act (CEQA) is exempt.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to approve **Resolution No. 24-6284**, approving the Final General Plan Land Use Element Update to the Land Use Element of the *City of Susanville General Plan 1990-2010*.

**ATTACHMENTS:**  
[Public Hearing Notice Land Use-Circulation Element Update.docx](#)  
[24-6284.pdf](#)  
[SGPU\\_Second Study Session Flyer\\_2023 06 13 NZ.pdf](#)  
[SUGPU\\_LUCD Final Update.pdf](#)

## NOTICE OF PUBLIC HEARING

The City of Susanville City Council will be holding a public hearing to allow public comment on the Final Land Use Element Assessment Report to update the Land Use Element and Final the Circulation Element and affiliated Negative Declaration as the Environmental Document for the update to the *City of Susanville General Plan 1990-2010*.

The City of Susanville has hired a consultant team to work with city planning staff to update the Land Use Element and Circulation Element of the existing City of Susanville General Plan. The intent of the General Plan Element Land Use Element Assessment Report is to provide a snapshot of how the city could grow in the future and how the land use classifications would look should annexations be initiated. The Circulation Element update provides an updated analysis of current and projected road connections and expansions related to the projections of the Land Use Element update. These projects are scheduled to have a public hearing on both Final Documents and the Negative Declaration Environmental Document by the City Council at 4:30 p.m. on March 20, 2024, in the City of Susanville City Council Chambers located at 66 N. Lassen Street Susanville, CA 96130. Copies of the Land Use Assessment Report and Circulation Element are available at the aforementioned address and are also available on the City of Susanville website at [cityofsusanville.net](http://cityofsusanville.net) under city services/planning.

The public is invited to attend and provide verbal and/or written comments on the proposed project. Written comments must be received at the above address at, or prior to, the meeting date and time. Note: Any appeals on the above-mentioned proposal must be based on comments made known (either through written or verbal comments) at the public hearing. Appellants must also be represented at the public hearing for an appeal to be accepted by the City Council. "If you challenge the City's action on this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City at, or prior to, the public hearing." Govt. Code 65009. Any questions regarding this or the proposal may be directed to the City Planner, Kelly Mumper at (530) 252-5104 during normal business hours.

BY: Kelly Mumper, City Planner  
FOR: City of Susanville, City Council

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APPROVED: \_\_\_\_\_  
Quincy McCourt, Mayor

ATTEST: \_\_\_\_\_  
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20th day of March 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Margaret Long, City Attorney

# General Plan Update

## City Council and Planning Commission Joint Study Session

Wednesday, June 21st  
3:00 p.m. - 4:00 p.m.

City Council Chambers  
66 North Lassen Street  
Susanville, CA 96130

**OPEN TO  
THE  
PUBLIC!**

Please **JOIN US** for the second joint City Council and Planning Commission study session on the General Plan Update project. This update includes updating the existing Land Use Element and Circulation Element. This meeting will provide:

- **An overview of the updated Land Use and Circulation Elements.**
- **Opportunities for the public and decision makers to weigh in and provide comments, suggestions, and edits.**
- **An overview of next steps and the overall comment period.**

### *The General Plan is now available for public review!*

The City of Susanville Public Review Draft General Plan Land Use and Circulation Elements are now available for review! The Susanville General Plan is a long-range plan that guides decision-making and establishes rules and standards for new development and improvements citywide. It reflects the community's vision for the future and is intended to provide direction for the next 15-20 years. The General Plan process, which began in February 2022, included stakeholder interviews and a joint City Council and Planning Commission study session where community and decision maker input was solicited to help guide the future of Susanville.

***We welcome your feedback!***

***The draft elements are available on the City's website and a 30-day public comment period is open from June 21, 2023, to July 21, 2023.***

**For more Information:**

**Call:** 530.252.5104

**Visit:** <https://www.cityofsusanville.net/rooptown/planning/>

**City of Susanville  
Planning Division**







# 3

## Land Use and Community Development

*This Element contains goals and policies to guide government decision-making on all matters related to land use in Susanville. It presents maps, tables, and graphs to assist the reader in understanding how Susanville has grown and why conditions are as they exist today, as well as assessing likely possibilities for future growth and change. It serves as a guide for property owners who want to know what the potential use of their land might be, and it is intended to facilitate the coordination of City land use plans and policies with those of Lassen County, the State of California, and other agencies concerned with land use in the area, such as the U.S. Forest Service and the Bureau of Land Management. [Source: Existing General Plan]*

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# Land Use Diagram and Designations

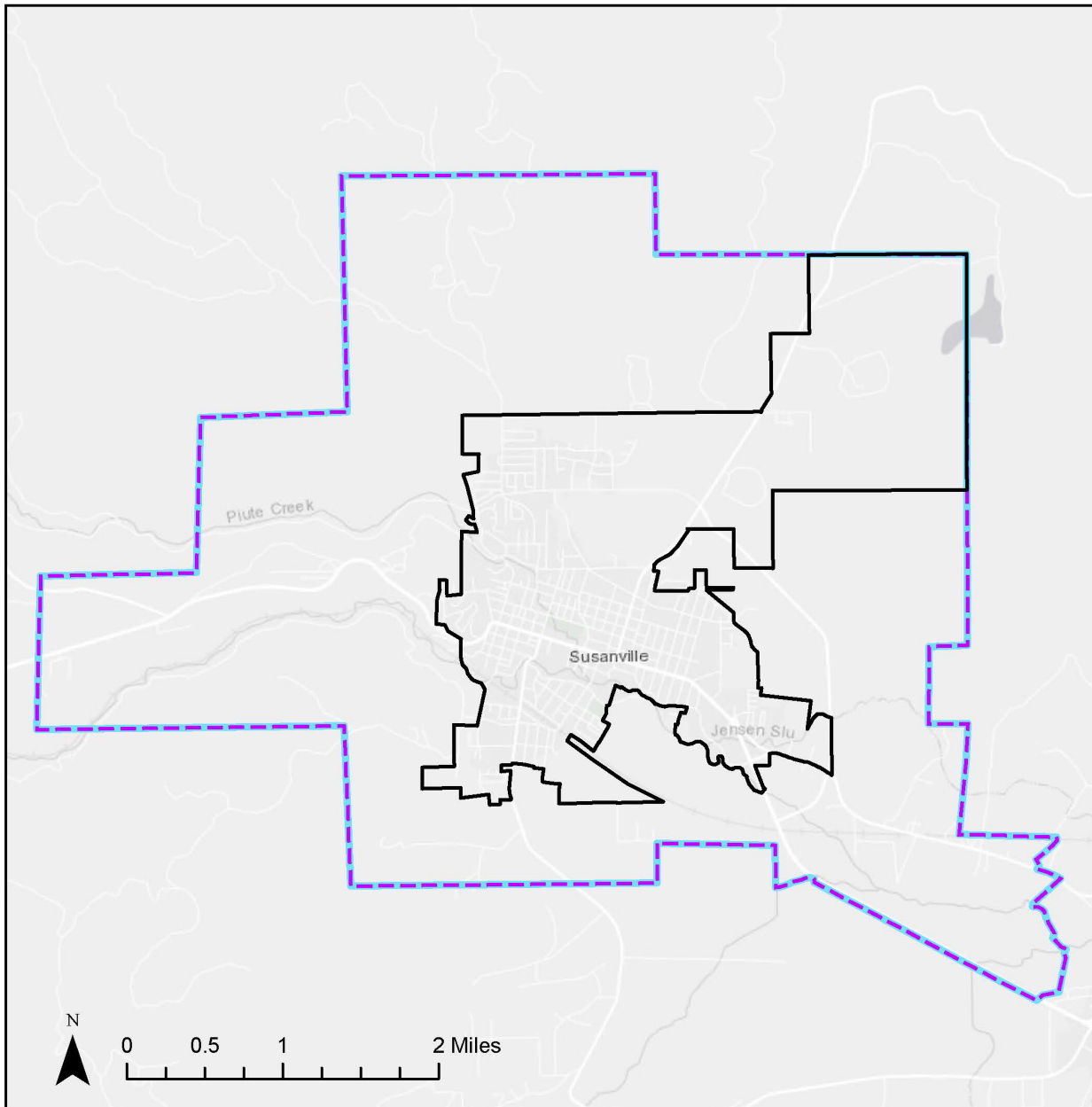
The General Plan designates land uses defining the type of development planned to occur throughout the city. The core of the Land Use Element is the land use diagram and description of land use designations that classify and distinguish the various land uses in the City. Corresponding levels of intensity, density, and allowable uses are defined in this section, as required by Government Code Section 65302(a). *[Source: New Text]*

## Planning Boundaries

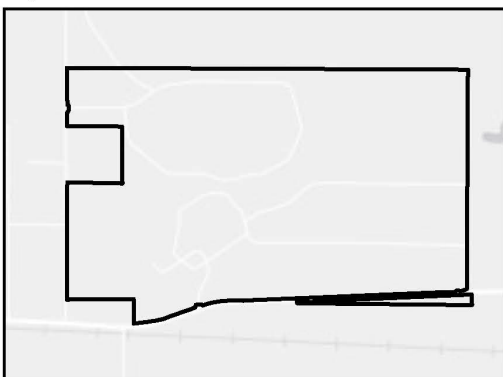
The following planning boundaries are included as part of the Susanville General Plan:

- **City Limits.** The city limits is the jurisdictional limits of the city (incorporated area). The city boundary includes the area over which the City exercises land use authority and provides public facilities and services. State law requires jurisdictions to adopt a General Plan that, at a minimum, addresses physical development within this boundary. *[Source: New Text]*  
  
**Sphere of Influence.** Susanville's land use goals and policies apply beyond the City limits, including all land within the City's Sphere of Influence. Sphere of Influence (SOI) is mandated by State law to allow and encourage cities to effectively manage the nature and rate of their growth. The SOI is meant to include all land which may be influenced by – or may influence – the city, but especially those areas in which residents or users of the land may be served by City public works or may use City services and utilities. The City's SOI was established by the Lassen County Local Agency Formation Commission (LAFCO). See Figure LUD-1. *[Source: Existing General Plan, modified]*
- **Planning Area.** A General Plan, pursuant to State law, must address all areas within a jurisdiction's Planning Area. The Planning Area encompasses all incorporated and unincorporated territory that bears a relationship to the long-term physical planning of the city. *[Source: New Text]*

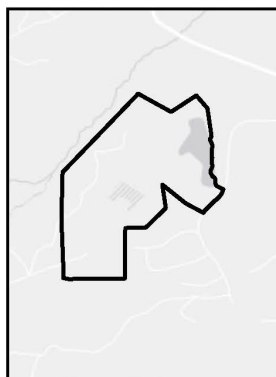
**Figure LUD-1      Planning Boundaries**



**High Desert State Prison**



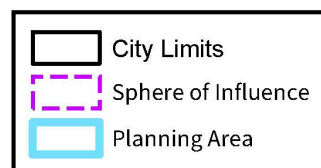
**Diamond Mtn. Golf Club**



Source: Mintier Harnish, 2022; City of Susanville, 2022; Lassen County LAFCO, 2017

Map Credits: Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS

### Legend



## The Purpose of Land Use Planning

The primary purpose of land use planning and decision-making is to establish allowable uses for all public and private properties. Any decision to designate, change the designation, or permit new land uses should consider the existing use, if any; the suitability of the new use for the site; the potential impact it may have on other uses that may be permitted in the area; and conversely, the potential impact of surrounding uses on the proposed use. *[Source: Existing General Plan]*

The Land Use Diagram is a map that designates sufficient land in locations suitable for the development of businesses and industry in order to provide employment for residents and revenue for the operation of City government, services, and facilities. In preparing the Land Use Plan map, the needs of the existing and projected population in the planning area for goods and services were considered, as well as which types of commercial activities will be economically feasible. *[Source: Existing General Plan]*

## Susanville History

### Early Settlement

The first inhabitants of the region were Indian tribes. Because of Susanville's location between the Great Basin and Sierra Nevada, cultural usage from both areas is believed to have occurred in prehistoric times, seasonal gathering areas, fishing sites, and more specific task sites such as food processing and tool procurement. Because of the proximity of the Susan River, Honey Lake, and various other creeks, as well as the flat land near these water sources, the Susanville area is considered extremely sensitive for both historic and pre-historic resources. *[Source: Existing General Plan]*

Archaeological and ethnographic material attest to this area being specifically used for permanent habitation well before the 1850s, with at least three Maidu villages in the Susanville area. In addition, it is believed that the Northern Paiute inhabited the area. Seven archaeological sites within the city limits and another ten within one mile of the city limits have been recorded by the California Archaeological Inventory (CAI). *[Source: Existing General Plan]*

### History of Permanent Settlement

In the summer of 1853, Isaac N. Roop, whose property in Shasta City had burned, came alone on horseback to a valley he named the Honey Lake Valley. He claimed a tract of land on part of which Susanville now stands. The river, and afterward the town he laid out, were named for his daughter, Susan. *[Source: Existing General Plan]*

In 1854, Peter Lassen, and in 1856, Capt. William Weatherlow, came into the valley to mine for gold. Some of the miners claimed land, and by 1857, the permanent settlement of the county began. Taking advantage of the plentiful and nearby forests, Roop built a sawmill on the river, and by 1882, there were six sawmills in the southern part of the county-two of which were just south and west of Susanville. *[Source: Existing General Plan]*

Susanville was incorporated as a city in 1900. Mercantile business flourished alongside lumber operations with the completion of a branch of the Southern Pacific Railroad into Susanville in 1913. The line ran 106 miles from the main line at Fernley, east of Reno. In 1916, the present courthouse was built, and the Lassen Memorial Hospital was constructed just north of the present hospital. Hotel Mt. Lassen opened in 1926. *[Source: Existing General Plan]*

Shortly after the declaration of World War II in December 1941, a 36,000-acre site for the Sierra Army Depot was selected in the southern tip of Lassen County. The Depot was completed in February 1943, and turned over to the Ordnance Department for receipt, storage, and shipment of ammunition. *[Source: Existing General Plan]*

The California Conservation Center opened at its site east of Johnstonville in February, 1963, and it has had a profound effect on the residential and commercial growth of Susanville. In 1987, the California Correctional Facility (CCF) purchased over \$1,000,000 in supplies and services in Susanville. By 1989, the Center had over 1,000 full-time and 25 part-time employees, half of whom lived within 5 miles of the center of Susanville.<sup>1</sup> The CCF annual payroll was \$35,000,000 in 1988. *[Source: Existing General Plan]*

Because of regular flooding along the river, Susanville's earliest residential area was built on the high ground now known as Uptown. Originally the center of the town was at Main and Lassen, but the commercial area has now extended eastward along Main Street about two miles. *[Source: Existing General Plan]*

## Land Use Diagram

Figure LUD-2, the General Plan Land Use Diagram, shows the distribution of the land use designations allowed within the City’s Planning Area. There are a total of 17 base land use designations that depict the types of land uses that will be allowed within the Planning Area. The diagram also includes five overlay overlay designations. Overlay designations are laid over and modify the underlying or “base” land use classification – adding special requirements (to those areas that are so designated) through design criteria, use restrictions or other special review. *[Source: Existing General Plan]*

The Land Use Diagram is intended to be more general than the Zoning Map. While the Land Use Diagram guides zoning, it is not the same as the City’s Zoning Map. Each land use designation has corresponding compatible zoning districts. Whereas the land use designations are intentionally broad, the zoning designations are more detailed and provide specific development standards, including permitted and conditional uses, building heights, setbacks, lot coverage, parking, landscaping, and architectural review requirements. *[Source: Existing General Plan]*

## Land Use Designations

Table LUD-1 describes the land use designations along with their corresponding density/intensity standards:

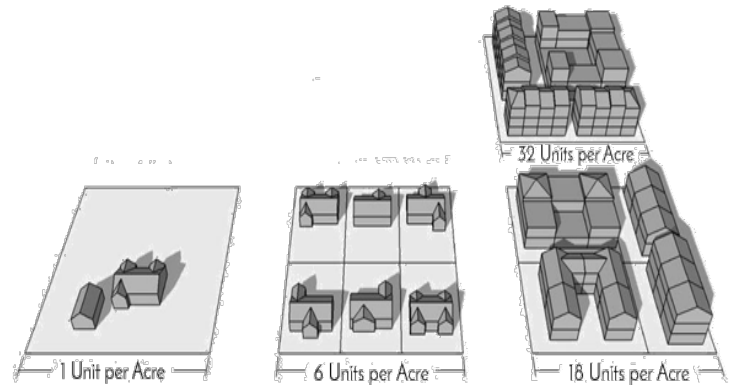
- **Designation.** This provides the name of each land use designation and the acronym used when referring to the designation. *[Source: New]*
- **Color.** Each land use designation has an assigned color used in the Land Use Diagram (Figure LUD-2). *[Source: New]*
- **Description.** This describes the purpose and application of each land use designation. The City’s Zoning regulations provide further detail about uses allowed and permitted in zoning districts that implement the land use designations. *[Source: New]*
- **Density/Intensity Standards.** This describes development density or intensity. Designations allowing residential uses include a minimum and maximum density, expressed as dwelling units per acre (du/ac). *[Source: New]*

Non-residential uses include a maximum building intensity standard, expressed as Floor Area Ratio (FAR). Most non-residential land use designations also allow residential uses and include density standards as well. *[Source: New Text]*



## Residential Density

Residential development is categorized by allowed density (minimum and maximum) measured in dwelling units growth per acre (du/ac). Accessory dwelling units are not included. Residential density is calculated by dividing the number of dwelling units on a site (excluding accessory dwelling units) by the gross acreage of the site. The image to the right shows prototypical examples of different residential densities for one-acre properties. *[Source: New]*



State planning law requires general plans to include standards for measuring population density.

Population density is determined by multiplying the maximum number of dwelling units allowed in a given land use designation by the average number of persons per household (as determined by the California Department of Finance). *[Source: New]*

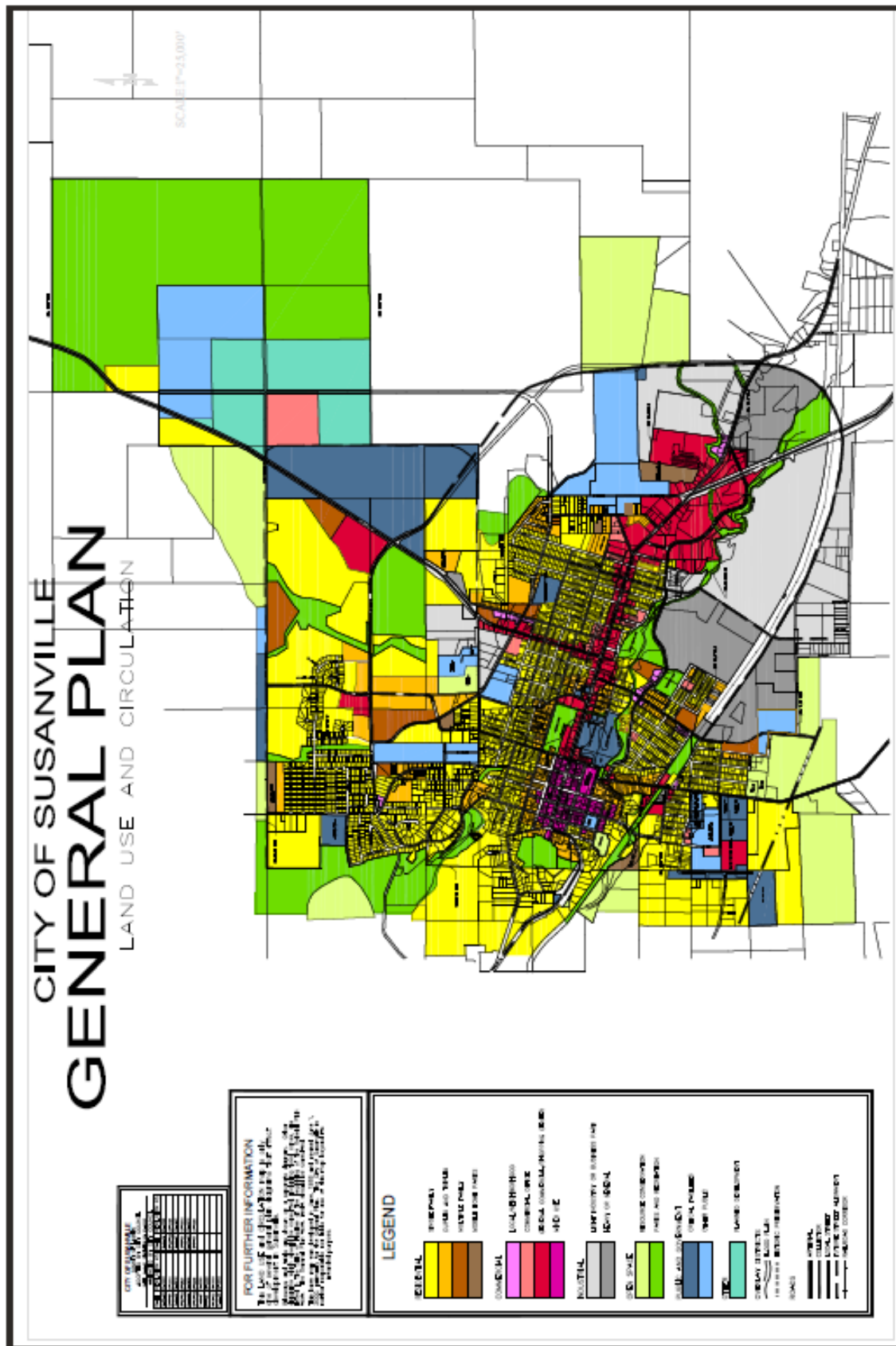
## Floor Area Ratio (FAR)

Standards of building intensity for nonresidential uses such as office, commercial, industrial, and institutional development can be defined in terms of floor area ratio (FAR). FAR is an indicator of how much building space is permitted on a given site. The ratio is typically determined by dividing the total floor area of the structure by the area of the site. In the case of mixed-use developments that include residential uses, density standards are applied to the residential component while FAR standards are applied to the nonresidential component. A site includes all contiguous parcels that will share parking or access. *[Source: New]*

While FAR provides for overall development intensity, it does not specify the form or character of the building. Different interpretations of the same FAR can result in buildings of different character. To address aesthetic standards and infrastructure needs and encourage similar interpretations of allowed FARs, other City regulations such as zoning height limits, building setbacks, lot coverage, or open space requirements guide the form of buildings with a given FAR. *[Source: New]*



## Figure LUD-2 Land Use Diagram



## Table LUD-1: Land Use Designations

### Single Family Residential (SFR)

This designation allows for single family homes and manufactured homes on a minimum lot size of 6000 square feet. The maximum density is seven dwelling units per acre (7 du/ac). Manufactured homes shall be certified under the National Manufactured Housing Construction and Safety Standards Act of 1974 and be constructed on a foundation system, pursuant to Section 18551 of the Health and Safety Code, unless 10 years have elapsed between the date of the manufacture of the manufactured home in the affected zone subject to the provisions required in Government Code Section 65852.3. *[Source: Existing General Plan]*

#### Density/Intensity Range:

- Density: 0-7.0 du. /ac.
- Intensity: N/A
- Corresponding zoning: R-1, R-1B-1 & B-2, R-2, MHP, AR-1

### Duplex and Triplex Residential (DTR)

This designation invites flexibility in site design and type of unit. Although single family homes are allowed in limited circumstances, the majority of this designation allows for a variety of residential structure types that include more than one dwelling, as long as the maximum density does not exceed twelve (12 du/ac) dwelling units per acre. Some low intensity fourplexes and multi-family development (in structures containing more than three (3) units) may be permitted through the use permit process where compatibility with adjacent development can be assured. *[Source: Existing General Plan]*

#### Density/Intensity Range;

- Density: 0- 12.0 du/ac
- Intensity: N/A
- Corresponding Zoning: R-2, R-3 & R-3A, MHP

### Multifamily Residential (MFR)

This designation allows a variety of residential dwelling types, except detached single family homes, to provide a mix of housing types, provide choices for all city residents and assure that the City's Regional Housing Needs Allocation is being met. Although an unlimited number of dwellings are permitted per structure, as long as the underlying density is not exceeded, more than twelve (12) dwellings in one structure requires a use permit. The permitted number of units will vary, depending on the environmental aspects of the area, existing or nearby land use, proximity to major streets, and distance to shopping and parks. The maximum density of twenty (20 du/ac) dwelling units per acre will only be allowed where infrastructure, services, and facilities are available to serve the proposed density. *[Source: Existing General Plan]*

#### Density/Intensity Range:

- Density: 5 - 20.0 du/ac
- Intensity: N/A
- Corresponding Zoning: R-3, R-4, MHP

#### Mobilehome Park Residential (MH)

This designation permits Mobile Home Parks, as defined in Section 18214 of the Health and Safety Code, with a maximum density of fourteen (14 du/ac) dwelling units per acre. This designation appears on the Land Use Diagram only where mobile home parks exist. It is the intent of the General Plan to encourage the construction of new mobile home parks in various locations within the City in all residential general plan designations. Future Mobile Home Parks in residentially designated areas shall require a Mobile Home Park (MHP) zone district, but a General Plan amendment is not required, provided the residential density of the applicable general plan designation is met (*Source: Existing General Plan, modified*)

**Density/Intensity Range:**

- Density: 0 - 14.0 du/ac
- Intensity: N/A
- Corresponding Zoning: MPH

#### Local/Neighborhood Commercial (LNC)

This designation is for the city's least intensive and smallest-scale neighborhood commercial areas which consist of small clusters of two or more commercial establishments grouped around an intersection which function as a small shopping center with shared off-street parking and access. The primary tenant is normally a convenience market or small grocery store and a variety of small shops providing other retail goods and services. Uses may not be visitor-serving (i.e., attracting tourists and functioning as strip commercial development. For example, motels, service stations and drive-through restaurants are not allowed.) Auto traffic may be generated at low levels, limited to certain hours; permitted uses are not expected to generate truck traffic except for delivery purposes. Hazardous materials may conditionally be allowed to be stored and used in volumes in excess of those found in single-family dwellings, but they may not be generated or created. Uses must be within a building and must be compatible (physically and socially) with the neighborhood. In addition to the uses in the shopping center small business and professional offices may also be permitted on individual parcels or a group of parcels. Limited residential uses, as determined by zoning, may also be appropriate in this land use category. (*Source: Existing General Plan*)

**Density/Intensity Range:**

- Density: 5.0 to 20.0 du/ac
- Intensity: N/A
- Corresponding Zoning: C-1, C-O

#### Commercial Office (CO)

This designation provides office space for firms providing administrative, professional, financial services, real estate, insurance and other types of offices. It may also include other firms providing computer, reproduction, laboratory testing, and similar services whose operation and scale are compatible with the primary office uses. Small scale retail uses, primarily for use by employees within an office complex, may also be included. For example, a pharmacy, coffee shop or cafeteria may be included when a part of a medical or other professional office complex. Generally, these areas are appropriately located along arterial or collector streets and in other areas designated on the General Plan Land Use Map as commercial. (*Source: Existing General Plan*)

**Density/Intensity Range:**

- Density: 5.0 to 20.0 du/ac
- Intensity: N/A
- Corresponding Zoning: C-O

## General Commercial/Shopping Center (GCSC)

This designation provides a wide range of facilities for the sale of goods and provision of personal services. When applied to shopping centers, the uses are generally conducted within a building but may include outdoor sales related to the principal use. The centers may have a supermarket as an anchor tenant and may also include a department or variety store as an anchor tenants, designed to function as a commercial shopping center. When applied to other commercial areas and strip commercial along thoroughfares it will permit a variety of commercial uses including outdoor sales and service of autos and boats, fast food and drive-through restaurants or food service, restaurants, offices and uses primarily associated with the provision of finance, insurance, real estate, business services, medical, dental, professional services, service stations, repair of automobiles excluding heavy trucks, rental services, motels, hotels and similar uses. When uses are developed within a shopping center they must be designed to function as a part of the commercial center with shared access and parking etc. Hazardous materials may conditionally be allowed to be stored and used in higher volumes than in the Local/Neighborhood area. Limited residential uses, as determined by zoning, may also be appropriate in this land use category. *[Source: Existing General Plan]*

### Density/Intensity Range:

- Density: Up to 20.0 du/ac
- Intensity: 0.65 FAR
- Corresponding Zoning: R-4, C-1, C-O, C-2, C-M, MHP

## Mixed Use (MU)

This designation, which permits a mix of uses, is assigned to the uptown central business area generally located from Nevada Street south to Brashear Street and from Pine Street east to Gay Street north to Mill Street, east to Weatherlow Street and north to the intersection of Nevada Street and Weatherlow Street. The Elks Lodge west of Pine Street will also be included in this designation.

This category recognizes that in the uptown area of Susanville setting the strict segregation of different land use types which is typically found in urban environments is neither necessary nor practical given the existing mix of land uses. At this scale, conflicts which may result from the intermixing of land uses may be addressed in the Zoning Ordinance and City development standards relating to the type of use, screening, setbacks, and architectural design. For example, several older single-family structures have been converted to either commercial or office uses. These converted units are intermingled in blocks where existing single family residential buildings are still occupied.

Residential uses that exist within the Mixed Use area as of the effective date of this general plan amendment may be maintained and reconstructed if destroyed but new single-family residences shall be constructed on vacant parcels with a use permit. Single or multiple family residential units are permitted above existing commercial or office uses, with the density of said units being determined by use permit. Other permitted multi-family residential units that are constructed from the ground up that do not exceed a density of 20 dwelling units per acre are considered consistent. Multifamily is considered as three or more dwellings in one structure. Commercial uses may include local and tourist oriented retail uses, retail stores, service uses, cultural uses, professional office uses and related uses. The range of commercial uses permitted in the MU designation shall be determined by the adoption of a new zoning ordinance to implement this land use designation. This designation shall be shown on the General Plan Land Use Map as Mixed Use (MU). *[Source: Existing General Plan]*

### Density/Intensity Range:

- Density: 5.0 to 20.0 du/ac
- Intensity: N/A
- Corresponding Zoning: UBD, R-4

#### Commercial/Light Industrial (CLI)

This designation provides for a wide range of goods and services needed by residents and business firms which are inappropriate in other commercial centers due to size or operating characteristics or are not economically feasible in such centers. Uses include sale of construction and building materials, construction equipment, restaurant supplies, automobiles, and trucks. Some light industrial uses may also be permitted including vehicular repair, construction yards, truck terminals, and when found compatible with surrounding uses, fabrication of wood, metal, or other materials. This land use is not intended for typical retail sales found in shopping centers, such as grocery stores, and drug stores. *[Source: Existing General Plan]*

##### Density/Intensity Range:

- Density: 5.0 to 20.0 du/ac
- Intensity: N/A
- Corresponding Zoning: C-O, C-M, C-2, M-L

#### Light Industry/Business Park (LIBP)

This designation provides for light industrial uses. Industrial uses are often classified as to "light" or "heavy." These terms are used to distinguish between (1) the greater degree of noise, truck traffic, and outdoor storage associated with general business services and the extractive, manufacturing, processing, repairing, and packaging activities of "heavy" industry, and (2) the less intensive research and development, warehousing, and limited manufacturing activities associated with "light" industry. This designation provides suitable areas for a variety of low-intensity manufacturing, processing, assembly and distribution uses which utilize materials that generally are already in processed form, and which do not emit unacceptable or harmful levels of noise, dust, odors, smoke, bright light, vibration or involve dangerous or explosive materials.

The term Business Park includes only light or "low impact" business and office uses that are heavier than those uses typically categorized as "general commercial", and is intended for well-designed, master-planned, campus-type developments. The Commercial/Light Industrial land use designation would be consistent with this designation. A Landscaped buffer zone of at least 25 feet in width is to be provided along the edge of (and on) the industrial parcel wherever the property abuts or is across the street from a property classified for any use other than "industrial or agricultural". *[Source: Existing General Plan]*

##### Density/Intensity Range

- Density: N/A
- Intensity: N/A
- Corresponding Zoning: C-M, M-L, M

#### Heavy/General Industry (HGI)

This designation includes a variety of heavy industrial uses such as lumber mills, power generators and biomass facilities, concrete producers, and trucking operations. Provides for the intermixing of industrial uses with varying degrees of impacts, scales of operation and service requirements (including rail access). Permits the inclusion of non-industrial uses providing materials and services which are primarily used by industrial uses. A landscaped buffer zone of at least 25 feet in width is to be provided along the edge of (and on) the industrial parcel wherever the property abuts or is across the street from a property classified for any use other than "heavy or general industry or agricultural". *[Source: Existing General Plan]*

##### Density/Intensity Range:

- Density: N/A
- Intensity: N/A
- Corresponding zoning: M-L, M

## Resource Conservation (RC)

This designation is designed to protect agricultural uses from neighbors, and sensitive areas (like wetlands and steep slopes) from development; and to ensure that urban development occurs within the central (incorporated) area of Susanville. It is recognized that there are some uses in outlying areas that are not strictly agricultural in nature. As a result, this category (like the others) is designed for flexibility. *[Source: Existing General Plan]*

### Density/Intensity Range;

- Density: N/A
- Intensity: N/A
- Corresponding Zoning: OS, AR-1, AE-20

## Parks and Recreation (PR)

This designation includes active and passive parks, athletic fields, trails, and swimming pools. Buildings typically found in this category may include picnic shelters, community centers, or historic railroad depots. *[Source: Existing General Plan]*

### Density/Intensity Range:

- Density: N/A
- Intensity: N/A
- Corresponding Zoning: OS

## Agricultural Residential (AR)

This designation provides for parcels large enough to permit limited or part-time agricultural activities in addition to a single family residence. The minimum parcel size for this land use designation is one-half (1/2) acre and actual parcel size permitted shall be determined when the property is zoned based on terrain, soil types, utilities, access, and desired density of population. For instance, parcels may range in size from one-half (1/2) acre to larger parcels depending on the availability of sewer, water and accessibility. It is intended that these agricultural residential parcels will permit a mix of agricultural activities, permit the raising of agricultural products, including crops, livestock, and fowl. When considering a subdivision of these larger parcels the City may modify the road standards depending on location and expected traffic volumes to a lesser standard than is normally found in the urbanized area of the City. Interior roads containing two twenty four (24') foot traveled lanes with shoulders, a bike path, equestrian trail and walking path on one side will serve the circulation needs of larger parcels within this land use designation and will be consistent with the intent of the General Plan. (Resolution No. 02-3532) *[Source: Existing General Plan]*

### Density/Intensity Range:

- Density: 0 – 0.5 du/ac
- Intensity: N/A
- Corresponding Zoning: AR-1, AE-20 1

## Critical Public Facilities (CPF)

Critical facilities that either are publicly owned and/or operated or serve a universal public need, are designated Public on the Land Use Map. These include schools, fire stations, the hospital, and the sanitary sewer treatment facility. They allow for flexibility if designated locations must be altered. An additional "conceptual" school site is shown on the Land Use Map in the eastern part of the Planning Area, generally east of Skyline and north of Johnstonville Road. This category includes all public and private schools, the college, and properties owned by them.

### 3. LAND USE AND COMMUNITY DEVELOPMENT

Three fire stations are designated on the Land Use Diagram: (1) the existing station on Main Street near Grand Avenue; (2) north of town on Skyline Drive; and (3) east of town on Skyline Drive. The two Skyline Drive locations are not precise and are shown diagrammatically on the Land Use map as circles. They will encompass up to one acre, and must be located to ensure that all commercial, institutional, and multiple-family residential uses in Susanville are within one-and one-half miles of a station. This will allow Susanville to retain its current ISO fire insurance rating, although one additional station east of SR 139 may be required. Also shown on the map is the California Department of Forestry and Fire Protection station on Highway 36 near Prattville Road. *[Source: Existing General Plan]*

#### **Density/Intensity Range:**

- Density: N/A
- Intensity: N/A
- Corresponding Zoning: PF

#### **Other Public Facilities (OPF)**

These lands are government owned. Either the City cannot exercise control over them (two Indian Rancherias); or they are expected to remain in County, State or Federal government ownership and operation and cannot easily be classified according to the land use designations in this General Plan (County fairgrounds); or the City has no urban plans for them (the BLM property south of Lassen College). *(Source: Existing General Plan)*

#### **Density/Intensity Range:**

- Density: N/A
- Intensity: N/A
- Corresponding Zoning: PF



## Planned Development (PDC)

The Planned Development designation is a land use category as well as an overlay or combining zoning district. Planned developments are appropriate where design flexibility is desired and is not available through the application of standard zoning. Planned developments should be used only when long-term community benefits, which may be achieved through high quality development, are derived.

As a general plan land use designation and/or a separate zone district, planned developments can determine appropriate uses of the parcel and density as well as change site development standards, as long as the underlying provisions of the general plan are met. These uses and density would be enumerated into the ordinance zoning the parcel to Planned Development.

As an overlay combining district, planned developments combine with an existing zone district to change site development standards. The planned development cannot increase the density over the underlying zone, although it can reduce the density otherwise allowed. Also, a planned development overlay cannot allow uses not allowed in the underlying zone district, but can limit the uses otherwise allowed. These overlay districts require that a specific development plan be prepared and approved through the planned development use permit process for the parcel prior to any other land use approval by the City.

Planned developments as standalone districts require that a specific development plan be prepared for a large (usually undeveloped) area prior to any land use approved by the City. The plan would be required to present land use concepts and road systems. It would not qualify as a specific plan, which is regulated by state law, nor would it be an actual subdivision map. Instead, it would allow for consolidated overall project and environmental review.

Where areas under different ownerships abut, the City will attempt to provide guidance and mediation so that plans can be coordinated. It is recognized; however, this will not always be possible. The process for review and approval may be established through design review or zoning. Alternately, the City may, by ordinance, establish this process to be a part of the environmental review under CEQA, and require a conceptual plan as part of the cumulative impact analysis portion of the environmental documentation or zoning.

-Existing Planned Development Districts without a valid development plan shall be established by a planned development use permit prior to any further land use approvals by the City. Existing planned development overlay zones may be reverted to the underlying district if approved plans expire or become invalid. *[Source: Existing General Plan]*

### Density/Intensity Range:

- Density: 8 du/ac, but cannot exceed the base zone.
- Intensity: Cannot exceed the base zone.
- Corresponding Zoning: All zones with PD

## Flood Plain Overlay(FP)

This category includes areas subject to inundation in a 100-year storm, as well as all areas within 25 feet of the banks of waterways. In Susanville, these areas are found along Piute Creek, the Susan River, and Jensen and Brockman Sloughs. The channel of a river or other watercourse and the adjacent land areas necessary to discharge the “base flood”---usually called the “floodway”---may not be built upon or used for any purpose other than for parks or open space. By contrast, some development can occur in a flood plain, with restrictions.



### 3. LAND USE AND COMMUNITY DEVELOPMENT

In some areas the overlay that applies to the flood plain and waterway is coterminous. There are two purposes for this overlay. The community wants to regulate the way development occurs in the flood plain, first, so that upstream and downstream impacts are minimized, and second, to ensure that surface access is retained. Ultimately, as indicated on the Trails Map in the Circulation Chapter, the City desires to create a network of trails along all waterways. Therefore, the overlay applies to 25 feet on either side of waterway banks, or the flood plain line, whichever distance is greatest. Future development in these areas will require dedication of at least surface rights to a public agency or non-profit organization. The full 25-foot width need not be dedicated. The provision of a 25-foot width is to insure the integrity of waterways and to provide room for trails and paths. While the City has an adopted Flood Plain Ordinance, this General Plan adds a requirement of “no net if a filled or elevated pad is created in the flood plain, an equivalent volume of soil must be removed from the flood plain at the same elevations within the flood plain in order to carry out the purpose stated above-to minimize upstream and downstream flooding. [Source: Existing General Plan]

#### **Density/Intensity Range:**

- Density: Cannot exceed the base zone.
- Intensity: Cannot exceed the base zone.
- Corresponding Zoning: All zones

#### **Historic Preservation Overlay (HP)**

An historic building or site is one which is noteworthy for its significance in local, state, or national history or culture, its architecture or design, or its works of art, memorabilia, or artifacts. The purpose of this overlay district is to preserve historically significant structures and neighborhoods until such time as, and in order to facilitate, restoration and rehabilitation of the building(s) to a former condition. For the most part, this overlay district will be applied. To residential and commercial buildings in the Uptown area and the railroad depot neighborhood. [Source: Existing General Plan]

#### **Density/Intensity Range:**

- Density: Cannot exceed the base zone.
- Intensity: Cannot exceed the base zone.
- Corresponding Zoning: All zones

#### **Design Review Overlay (DR)**

The influence of design review standards on the physical appearance of the city should be consistent with local character and the desire to create an appealing developed environment. Unlike most other land use programs, design review programs deal almost exclusively with design issues involving aesthetics that may include architectural style, building size and dimension, landscaping, color pattern, lighting, signing; and in congested urban settings, how motorized and non-motorized transit modes can be best interlinked. Typical design review programs provide guidance to commercial and industrial development, as well as for large residential projects. General design criteria may be developed for other smaller projects and implemented through various development standards contained in or as a result of the zoning ordinance. If a design review program is well thought-out and allowed to be implemented over time, it has the potential to be one of the most important planning tools to affect the physical appearance and character of a community. Design review zoning should be applied to identify areas where special design considerations are needed to promote a design theme for a community center, large commercial or industrial areas, or for a major highway corridor. [Source: Existing General Plan]

#### **Density/Intensity Range:**

- Density: Cannot exceed the base zone.
- Intensity: Cannot exceed the base zone.
- Corresponding Zoning: All zones

## **Combining Lot Size (CLS)**

The combining lot size overlay is established to achieve compatibility in lot sizes. For example, in a rural area with lot sizes significantly larger than the minimum 6000 square feet, the combining lot size district can require new lots and setbacks in a subdivision to be larger, to retain the existing rural character of an area. *[Source: Existing General Plan]*

### **Density/Intensity Range:**

- Density: Cannot exceed the base zone.
- Intensity: Cannot exceed the base zone.
- Corresponding Zoning: All zones

# Goals and Policies

## Balanced Land Use Mix

This General Plan emphasizes a balanced mix of land uses and infill development within the city limits. New development will occur where existing roads, water, and sewer are in place and in a manner that minimizes the impact of development on existing infrastructure and services. The General Plan focuses on city-centered growth and provides the policy framework to guide future development toward land uses that support walking, biking, and transit ridership. This approach is intended to maintain Susanville's small-town atmosphere and encourage sustainable land use patterns, while increasing opportunities to grow the local economy. *[Source: Existing General Plan]*

### Goal LUD-1

To promote high-quality development of a well-balanced and functional mix of land uses that preserves and enhances Susanville's quality of life. *[Source: Existing Goal 3.1, modified]*

### Policies

- LUD-1.1: Land Use Compatibility.** The City shall ensure compatibility between land uses to protect, maintain, and enhance the quality of life in the city by addressing traffic, noise, lighting. Height/bulk differences, and other sources of incompatibility through the use of physical separation, buffering, screening and other techniques. *[Source: Existing Policy 3.1-A, modified]*
- LUD-1.2: Design and Compatibility Standards.** The City shall adopt objective design and compatibility standards to ensure that all land uses become long-term assets to the community. *[Source: Existing Policy 3.1-B, modified]*
- LUD-1.3: Infill Development.** The City shall support and promote infill development that is compact, mixed-use, and pedestrian-friendly. *[Source: New Policy]*
- LUD-1.4: Residential Land Use.** The City shall designate a full range of residential land uses that provide for a variety of housing types, locations, and densities, including accessory dwelling units. *[Source: New Policy]*
- LUD-1.5: Commercial Land Use.** The City shall designate a mix of commercial uses, including retail, general, and tourist commercial, to promote both the tourist economy and the needs of residents of Susanville. *[Source: New Policy]*
- LUD-1.6: Mixed-use.** The City shall encourage mixed-use developments with a residential component to further enhance the range of housing opportunities provided to residents. *[Source: New Policy]*
- LUD-1.7: Industrial Land Use.** The City shall encourage the development of more industrial uses to expand the City's job base. *[Source: New Policy]*

- LUD-1.8: Open Space and Recreational Land Use.** The City shall maintain and designate an adequate amount of open space and recreational land uses to meet the needs of residents and visitors. *[Source: New Policy]*
- LUD-1.9: Public and Institutional Land Use.** The City shall designate institutional land uses to meet the social, economic, cultural, spiritual, and educational needs of the community. *[Source: New Policy]*

## Residential

Residential neighborhoods will continue to be the predominant development pattern in Susanville. The magnitude of change anticipated for these areas is substantially less than what is anticipated for other areas of the city. Changes proposed in residential neighborhoods are more subtle, focusing on how to enhance the quality of these areas by improving characteristics such as connectivity, pedestrian safety, neighborhood character, and housing choice. *[Source: New Text]*

### Goal LUD-2

To provide a variety of housing types that offer choices for Susanville residents and create complete, livable neighborhoods. *[Source: New Goal]*

- LUD-2.1: Higher Density Housing.** The City shall encourage higher density housing to be located throughout the community rather than concentrated through a few small areas. *[Source: Existing Policy 3.1-C, modified]*
- LUD-2.2: Regional Housing Needs Fair Share.** The City shall provide an adequate amount of appropriately zoned land to accommodate new housing units to meet the City's fair share regional housing needs allocations. *[Source: New Policy]*
- LUD-2.3: Existing Neighborhoods.** The City shall attempt to maintain and enhance the quality of existing residential neighborhoods, ensuring adequate public facilities such as parks, streets, water supply, wastewater, and drainage while implementing required State housing laws *[Source: New Policy]*
- LUD-2.4: Neighborhood Infill.** The City shall allow infill development as required by State Law, including ADUs, JADUs, and density bonus. *[Source: New Policy]*

## Commercial

Commercial uses are intended to provide areas for retail sales and services demanded by residents and visitors. These locations are for commerce, employment, entertainment, culture, and appropriately sited residential uses. Pedestrian-oriented activities are encouraged with public spaces and uses that draw a variety of people and offer a welcome setting. Commercial uses shall be designed to operate in harmony with adjacent neighborhoods and uses through the siting of buildings, transitions in scale, and appropriate land use mix. *[Source: New Text]*

## Goal LUD-3

To ensure that existing and proposed commercial development in the city is consistent with the overall character of the city. *[Source: New Goal]*

- LUD-3.1: Neighborhood Commercial.** The City shall establish neighborhood commercial centers in new residential areas and designate them on the Land Use diagram. *[Source: Existing Policy 3.8-K and Existing Program 3.8-K-12, modified]*
- LUD-3.2: New Commercial Development.** The City shall ensure that new commercial development is appropriately located and is consistent with the Community Character Element of the General Plan. *[Source: New Policy]*
- LUD-3.3: High-Quality Building Design.** The City shall require distinctive and high-quality commercial building design, construction, and site planning that respects the character of Susanville. *[Source: New Policy]*
- LUD-3.4: Commercial Amenities and Impact Mitigation.** The City shall require new or expanded commercial or office areas to include provisions for adequate off-street parking, pathways connecting building entries to sidewalks, bicycle parking, mitigation of traffic impacts, adherence to architectural and low-water landscaping standards, and mitigation of potential land use conflicts with adjacent residential uses. *[Source: New Policy]*

## Industrial

Industrial areas provide for manufacturing, warehousing, lumber mills, and similar uses that range from to manufacturing and other industrial areas. The industrial land use designations support “clean” industries that take advantage of the education and skills of the local and regional population. Industrial land use policies promote improvements in site planning to create places with attractive architecture and landscaping, and make employment areas accessible to vehicles, pedestrians, bicyclists, and transit. *[Source: New Text]*

## Goal LUD-4

To encourage, facilitate, and support the development of new employment and industrial uses. *[Source: New Goal]*

- LUD-4.1: Attract Industrial Uses.** The City shall encourage and support new development of industrial uses that provide jobs for city residents, increase the tax base, and are designed and operated in a way that is compatible with surrounding uses. *[Source: Existing Policy 3.8-J, modified]*

- LUD-4.2: Industrial Design Standards.** The City shall ensure that new industrial development contributes to the overall attractiveness of the community through appropriate site design, and architectural design. *[Source: New Policy]*
- LUD-4.3: Industrial Area Screening.** The City shall require industrial development to screen loading and open storage areas so that they are not visible from public roadways. *[Source: New Policy]*

## Growth Management

The General Plan emphasizes infill development within the city limits, allows for limited growth at the city's edge, and supports land uses that are rural, agricultural, forest beyond the city's boundaries. New development will generally occur primarily where existing roads, water, and sewer are in place and in a manner that minimizes the impact of development on existing infrastructure and services. The General Plan focuses on city-centered growth and provides the policy framework to guide future development toward land uses that support walking, biking, and transit ridership. This approach is intended to maintain Susanville's small town atmosphere and encourage sustainable land use patterns, while increasing opportunities to grow the local economy. *[Source: New]*

### Goal LUD-5

To keep Susanville relatively compact, surrounded by open space, agriculture, and forest. *[Source: Existing Goal 3.2]*

### Policies

- LUD-5.1: Well-defined City Boundaries.** The City shall maintain well-defined boundaries at the edge of urban development. *[Source: Goal 3.3]*
- LUD-5.2: Discourage Urban Sprawl.** The City shall discourage urban sprawl. *[Source: Existing Policy 3.3-B]*
- LUD-5.3: Open Space at the City Perimeter.** The City shall make every effort to maintain a wide band of open space at its perimeter. *[Source: Existing Policy 3.3-C, modified]*
- LUD-5.4: 100-year Flood Plain.** The City shall discourage development in the 100-year flood plain. The City shall require a Conditional Use Permit for development proposed in the 100-year flood plain, or where feasible, purchase the land. *[Source: Existing Policy 3.3-D and Existing Programs 3.3-D-2 and 3.8-H-8, modified]*
- LUD-5.5: Preserving Agricultural Land.** The City shall encourage agricultural land preservation within and outside the city boundaries. *[Source: Existing Program 3.8-H-9, modified]*
- LUD-5.6: Manage Growth.** The City shall encourage but also manage, plan, and control the rate of growth. *[Source: Existing Goals 3.4 and 3.5, modified]*
- LUD-5.7: Orderly and Harmonious Development.** The City shall promote the orderly and harmonious development of Susanville and its surroundings. *[Source: Existing Goal 3.6]*

- LUD-5.8: New Development Location.** The City shall ensure that all new development takes place within the city boundaries and its sphere of influence, according to City standards. *[Source: Existing Goal 3.7, modified]*

## Goal LUD-6

To encourage annexation of lands within the City's sphere of influence that are proposed for urban development and assure logical and continuous growth. *[Source: Existing Goals 3.8 and 14, modified]*

### Policies

- LUD-6.1: Annex Contiguous Land.** The City shall work with Lassen County, Susanville Consolidated Sanitary District (SCSD) and Lassen Municipal Utilities District (LMUD) seek to annex lands within its sphere of influence that are contiguous to its city limits. *[Source: Existing Policy 3.8-E and Existing Program 14.62, modified]*
- LUD-6.2: Priority Annexations.** The City shall prioritize the annexation of the Barry Reservoir for open space and the surrounding areas for industrial and commercial light industrial uses along skyline road and the existing county industrial area near Johnsonville Road. *[Source: New Policy]*
- LUD-6.3: Annexation Prior to Development.** The City shall encourage annexation of areas to the city prior to their development. *[Source: Existing Policy 14.ab]*
- LUD-6.4: Airport Annexation.** The City shall actively pursue annexation of the airport property to the city. *[Source: New Policy]*
- LUD-6.5: Expand the Sphere of Influence.** The City shall seek to expand its sphere of influence southward and westward. *[Source: Existing Policy 3.8-F]*
- LUD-6.6: Municipal Services Outside the City.** The City shall fully use its powers to extend or withhold utilities and services, and shall not extend municipal services to areas outside the city, except upon conformance to the City's General Plan and annexation to the city. *[Source: Existing Policy 3.8-G]*
- LUD-6.7: City-Centered Development.** The City shall work with Lassen County and the Susanville Consolidated Sanitary District to establish mutually reinforcing the goal of city-centered development to prevent the conversion of rural, agricultural, forest, and open space lands to urban use inside Susanville's sphere of influence but outside the city limits. *[Source: Existing Policy 3.8-H]*
- LUD-6.8: Promote Growth Objectives.** The City shall work with Lassen County to promote Susanville's growth and planning objectives within the Susanville sphere of influence. *[Source: Existing Program 3.8-H-5]*
- LUD-6.9: Promote Open Space Outside the City.** The City shall urge the County to actively promote open space, forest, and agricultural uses on lands beyond the city limits. *[Source: Existing Policy 3.8-I, modified]*

**LUD-6.10: Community Education About Planning.** The City shall educate the citizenry regarding planning procedures and the objectives, benefits, and costs of planning. *[Source: Existing Policy 3.8-L]*

## Airport Land Use

The Susanville Municipal Airport is the sole airport in the vicinity of the city. The most recent plans incorporating the Susanville Municipal Airport include the 1980 Master Plan Report for the Susanville Municipal Airport as well as the 1987 Airport Land Use Plan. The Susanville Municipal Airport, which is owned by the City, is located 5 miles southeast of Susanville. The airport has one paved and lighted runway, one graded dirt runway, and one helipad for helicopter operations. The airport's building facilities include a privately owned series of hangars and administration building. *[Source: New]*

### Goal LUD-7

To provide for orderly growth of the Susanville Municipal Airport while safeguarding public safety for those who live and work near the airport. *[Source: Existing Goals 3.9 and 3.10, modified]*

### Policies

- LUD-7.1: Interagency Coordination.** The City shall coordinate and work with Lassen County, the SCSD, LMUD, and other agencies to protect the viability and growth potential of the airport and ensure that any future land uses in the airport area are compatible with airport use. *[Source: Existing Policies 3.9-M and 3.10-O, modified]*
- LUD-7.2: Airport Land Use Plan Support.** The City shall support the policies and guidelines of the Airport Land Use Plan (ALUP) adopted by the Lassen County Airport Land Use Commission (ALUC) including noise, airspace, safety, and referral area policies. ALUP Figure 3, Referral Areas and Table 1, Land Use Compatibility Guideline are adopted here by reference. *[Source: Existing Policy 3.10-N and Existing Programs 3.10-Q-16 and 3.10-Q-17, modified]*
- LUD-7.3: Industrial Zoning.** The City shall preserve industrial zoning designations in the airport vicinity to prevent further residential encroachment. *[Source: New Policy]*
- LUD-7.4: Hanger Development.** The City shall encourage public and private development of hangars at the airport, according to City specifications. *[Source: Existing Policy 3.10-P]*
- LUD-7.5: Airport Expansion.** The City shall promote the internal and external expansion of the airport. *[Source: Existing Policy 3.10-Q]*
- LUD-7.6: Airport Property Development.** The City shall pursue development of its airport property, including the runway, in a manner that enhances and maximizes airport facility use. *[Source: Existing Policy 3.10-R and Existing Program 3.10-Q-18, modified]*
- LUD-7.7: FAA Grants.** The City shall identify and pursue FAA grants for capital improvement and other airport development projects, including but not limited to Runway. *[Source: Existing Program 3.10-Q-19]*



**LUD-7.8: Airport Users and Partners.** The City shall identify and pursue potential users of the airport that could locate at the airport and/or contribute financially to the airport's development, such as the United States Forest Service and the California Department of Corrections. *[Source: Existing Program 3.10-Q-20]*

## General Plan Use and Maintenance

The Susanville General Plan is designed to be a living document that reflects the City's needs and desires, which will evolve over time. The effectiveness of the General Plan ultimately depends on how the City implements and maintains the General Plan over its lifetime. This section is designed to ensure that the City provides for regular review and updating of this General Plan to ensure that it reflects the community's needs and aspirations, as well as consistency with changes in State law. *[Source: New]*

### Goal LUD-8

To promote the effective use and implementation of the General Plan Land Use Diagram. *[Source: New Goal]*

#### Policies

**LUD-8.1: Land Use Diagram.** The City shall maintain and implement a Land Use Diagram describing the types of allowed land uses by geographic location and the density of allowed uses within each designation. *[Source: New Policy]*

**LUD-8.2: Zoning Designations.** The City shall ensure that zoning designations and maps are consistent with the Land Use Diagram (Figure LUD-2) In addition, the City shall ensure that amendments to the General Plan land use designations, Land Use Diagram or General Plan text are consistent with the relevant goals and policies. *[Source: New Policy]*

### Goal LUD-9

To provide a clear framework for the ongoing administration, maintenance, and implementation of this General Plan consistent with State law. *[Source: New Goal]*

#### Policies

**LUD-9.1: General Plan Annual Report.** The City shall provide an annual report on the status of the General Plan to the citizens of Susanville. *[Source: Existing Program 3.8-L-13]*

**LUD-9.2: General Plan Review.** The City shall conduct a technical review of the General Plan every five years and revise and update as necessary to assure compliance with State law and responsiveness to current City needs, including adequate municipal revenues to maintain a high level of public services. *[Source: New Policy]*

**LUD-9.3: Implementation Program Monitoring.** The City shall maintain and annually review the General Plan Implementation Programs. As part of this process, the City shall update the prioritization of

programs based on applicability, relevance, timing of initiation, and availability of funding. *[Source: New Policy]*

**LUD-9.4: Eight Year Review of the Housing Element.** The City shall, as directed by the California Department of Housing and Community Development (HCD), update and implement a Housing Element every eight years that provides policy and programs to encourage the provision of safe, well-designed, accessible, sanitary, and affordable residential areas where people of all ages can live, work, and play. This includes an equitable distribution of parks and public facilities to all residential areas consistent with legal requirements. *[Source: New Policy]*

## Future Growth and Annexations

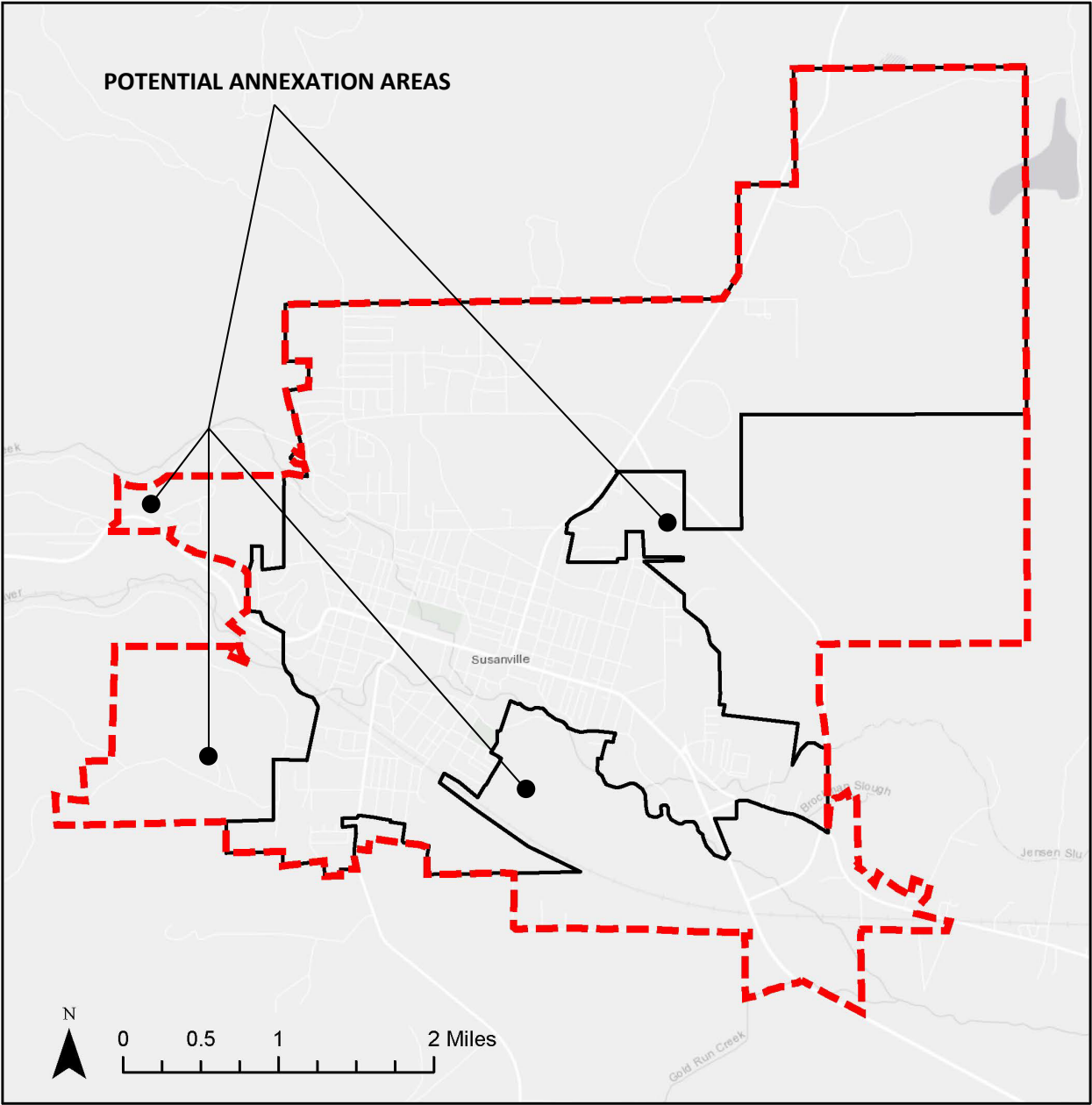
Expansion by communities to allow for future growth is common when considering a future for the next 20-30 years. Susanville has reviewed what a potential annexation and expansion of the City and its services could look like through the General Plan. The City through the General Plan Update identified a potential annexation boundary for future expansion shown in Figure LUD-3. The intent behind the expanded City boundary through a potential annexation is to capture fringe employment-based areas, specifically those which are industrially focused. Some of these areas are already being served by Susanville and provide employment opportunities for residents. In recent years, several development applications have been filed to expand development in these fringe areas directly adjacent to the City, and the City felt it was only appropriate to analyze the potential of annexing those properties within the City. The proposed growth area would allow the City to expand its tax base revenue and better regulate development along its boundary. A future annexation of the industrial areas would also provide the City with land use control to determine future allowable uses that can ultimately benefit the community as well as properly mitigate such uses in the future.

The unique annexation boundary provides the City with the opportunity to expand areas for future residential and supporting commercial development. Specifically, the potential annexation area includes a large 600- acre parcel to the northeast of the City which is being identified as a future special planning area. This future special planning area after further conversations with City is envisioned to be a new neighborhood in Susanville, consisting of a mix of housing types from single-family, townhomes, and multi-family, as well as a commercial component serving the residents of this newly expanded neighborhood. An expansion of this size will greatly increase the access to housing within Susanville, resulting in a variety of housing options for all price points.

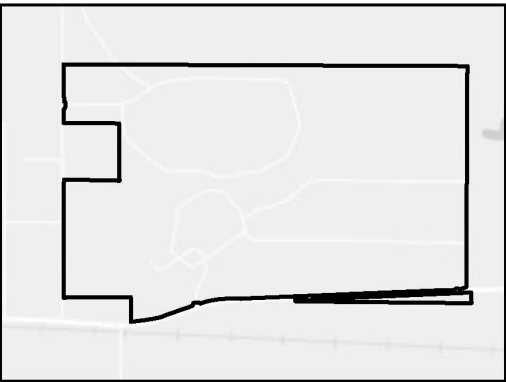
In addition to the expansion of residential, commercial, and industrial employment bases, the proposed annexation area also incorporates existing identified agricultural and open space lands as well as the existing Berry Reservoir. Incorporating such lands will allow the City the authority to designate future greenbelt and development buffers to further ensure compatibility between uses. Future pre-zones for these areas, if the City ever pursued an annexation are shown in Figure LUD-4.

The goal and policies in this section are not modifying land uses outside the City, but are providing a framework for how a future annexation could look like. If Susanville decided to pursue an annexation, a formal application would have to be filed with the Local Agency Formation Commission (LAFCo) and extensive consultation with property owners and Lassen County would need to occur.. *[Source: New Text]*

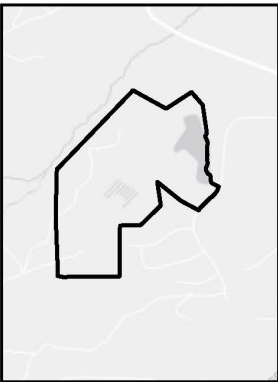
Figure LUD-3 Potential Annexation Boundary



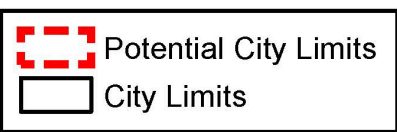
High Desert State Prison



Diamond Mtn. Golf Club



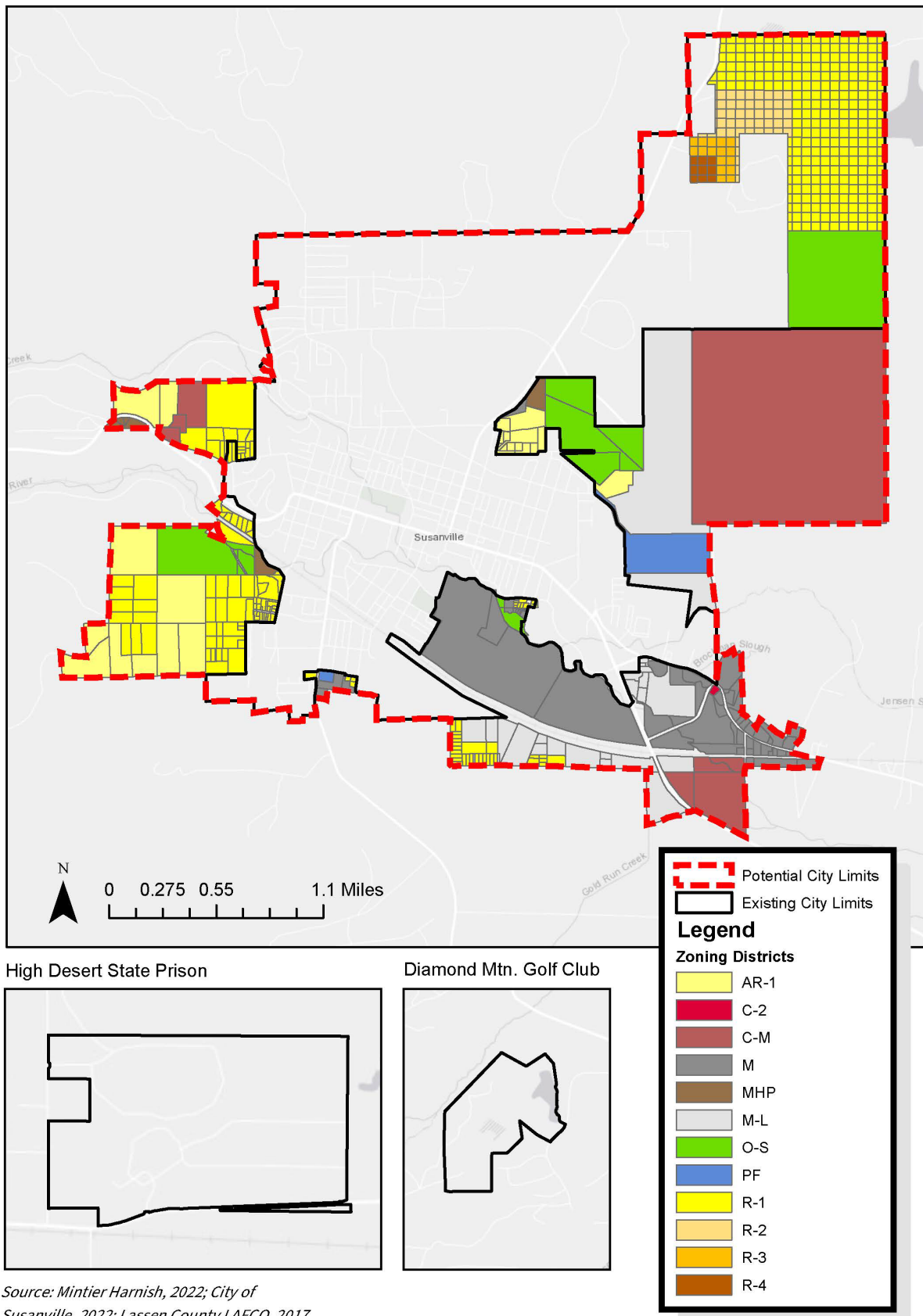
**Legend**



Source: Mintier Harnish, 2022; City of Susanville, 2022; Lassen County LAFCO, 2011

Map Credits: Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS

**Figure LUD-4      Pre-Zoning for the Potential Annexation**



## Goal LUD-10

To promote the orderly expansion of the City that provides additional tax base revenue and provides additional housing and services for existing and future Susanville residents. *[Source: New Goal]*

### Policies

- LUD-10.1: Service Capacity.** The City shall ensure that there is capacity for public services including but not limited to water, wastewater, solid waste, and recycling for future proposed development within the potential annexation area. *[Source: New Policy]*
- LUD-10.2: Regional Collaboration.** The City shall coordinate with LAFCo and Lassen County prior to submitting for an annexation to ensure transparency in engagement and intent of the annexation. *[Source: New Policy]*
- LUD-10.3: Specific Plan Requirement.** The City shall require a specific plan for the orderly development of new residential development within the proposed annexation area east of CA-139, and northeast of Lassen Community College and Banner Lassen Medical Center. *[Source: New Policy]*
- LUD-10.4: Tribal Consultation.** The City shall consult the Susanville Indian Rancheria prior to any formal application submittal of annexations. *[Source: New Policy]*

# Economic Development

Developing a healthy and diverse base of local businesses is critical to the success of Susanville. At its heart, economic development is about building a healthy economy in order to have a healthy community. The City has many opportunities to fulfill its untapped economic potential. A wide variety of retail thrives in Susanville. The City seeks to capture a greater share of local spending by encouraging new retail establishments that provide needed goods and services to local residents and businesses. *[Source: New]*

## Goal LUD-11

To demonstrate Susanville's readiness for economic growth. *Source: (Existing Goal 1)*

### Policies

- LUD-11.1: Designate Growth Areas.** The City shall designate potential future growth areas to market toward investors. *[Source: Existing Policy 1.a, modified]*
- LUD-11.2: Economic Development Program.** The City shall develop a cooperative and comprehensive economic development program. *[Source: Existing Policy 1.b]*
- LUD-11.3: Economic Development Information.** The City shall use the City website to disseminate economic development information. *[Source: Existing Policy 1.c, modified]*
- LUD-11.4: Funding.** The City shall pursue economic development grants and other sources of funds for economic development. *[Source: Existing Policy 1.d]*

## Goal LUD-12

To overcome Susanville's location off the main travel routes and its lack of direct access. *[Source: Existing Goal 2]*

### Policies

- LUD-12.1: Rail Service Restoration.** The City shall work the railroad to restore rail service, develop rail access, and bring rail-using industries to Susanville. *[Source: Existing Policy 2.e and Existing Program 2.6, modified]*
- LUD-12.2: Aviation Facility Improvement.** The City shall emphasize the importance of general aviation facilities and services as part of a comprehensive transportation solution to Susanville's isolation and prioritize airport expansion and improvements. *[Source: Existing Policy 2.f, modified]*
- LUD-12.3: Promote Susanville.** The City shall advertise and promote Susanville's location as a unique place for businesses that don't depend easy accessibility. *[Source: Existing Policies 2.g and 2.h, modified]*

**LUD-12.4: Remote Work Opportunities.** The City shall promote Susanville as a great location for remote work opportunities by working with the hotels and other businesses to provide access to broadband and strategic workspaces around the city. *[Source: New Policy]*

## Business Attraction, Retention, and Expansion

Local employment opportunities are limited in Susanville. The City can address this issue by proactively working to increase local employment opportunities through business attraction, retention, and expansion. There are opportunities to further streamline the development process, create incentives for new and existing businesses, and focus on community assets to expand local industries. *[Source: New Text]*

### Goal LUD-13

To increase the tax base and create more local job opportunities through business attraction, retention, and expansion. *[Source: Existing Goal 3. Modified]*

### Policies

- LUD-13.1: Business Attraction and Expansion.** The City shall provide incentives, as feasible, to businesses that provide significant private capital investment, create a large number of jobs and public revenues, or that develop catalyst projects that could result in further investment. *[Source: Existing Policy 3.l, modified]*
- LUD-13.2: Business Promotion.** The City shall prepare a business promotion package that highlights Susanville as a place for business and industry, capitalizing on the city's unique location and numerous natural amenities, to encourage new businesses to locate here and to retain existing businesses. *[Source: Existing Policy 3.j, modified]*
- LUD-13.3: Forest Management Policies.** The City shall work with Lassen County to promote forest management policies that assure the stability and extend the longevity of the timber industry. *(Source: Existing Program 4.24)*
- LUD-13.4: Cottage Industries.** The City shall clarify and expand the definitions of cottage industries and home occupations and allow them by right, if they meet specific development standards, in order to accommodate an expanded range of local businesses. *[Source: Existing Policy 3.k and Existing Program 3.21, modified]*
- LUD-13.5: Emerging Industries.** The City shall monitor industry trends and evaluate and identify what industries, including emerging industries, are best suited for Susanville business development and attraction targets. *[Source: New Policy]*
- LUD-13.6: Business Locations.** The City shall encourage commercial and industrial development by ensuring the availability of suitable sites for development and providing zoning that facilitates such uses. Coordinate with brokers to ensure that distinct real estate market data is available for Susanville. *[Source: New Policy]*



## Goal LUD-14

To retain local businesses and industries. *[Source: Existing Goal 4, modified]*

### Policies

- LUD-14.1: Business Retention.** The City shall assist in the retention, expansion, and long-term viability of existing businesses and industries, including local timber mills, by providing and coordinating available financial and non-financial resources. *[Source: Existing Policy 4.l, modified]*
- LUD-14.2: Existing Employer Support.** The City shall support other existing Susanville-area employers, including the California Correctional Facility, geothermal operations, Lassen Community College, the Susanville Indian Rancheria, and the hospital. *[Source: Existing Policy 4.m, modified]*

## Goal LUD-15

To enhance and promote the skills and capabilities of the local labor force to match the current and future employment needs of Susanville's businesses. *[Source: Existing Goal 5, modified]*

### Policies

- LUD-15.1: Employer Collaboration.** The City shall collaborate with educational institutions, employers, and agencies to strengthen the depth and range of local labor force capabilities. *[Source: Existing Policy 5.n]*
- LUD-15.2: Local Labor force.** The City shall recognize the local labor force as one of Susanville's resources. *[Source: Existing Policy 5.o]*
- LUD-15.3: Lassen Community College.** The City shall work with Lassen Community College to maintain and expand existing programs and to establish a local employer/college student placement program. *[Source: Existing Program 5.28]*
- LUD-15.4: University Coordination.** The City shall work and expand relationships with California State University and the University of Nevada, Reno. *[Source: Existing Programs 5.26 and 5.27]*
- LUD-15.5: Job Training Programs.** The City shall work with job-related employment agencies and with the PIC (Private Industry Council) to identify the kinds of job training programs needed by local employers. *[Source: Existing Program 5.29]*

## Main Street and Uptown

Main Street and Uptown represent the cultural center of Susanville. It is vital to the City's economic future that Main Street businesses are retained, expanded, and improved. Vacant store fronts must be filled with business that serve both residents and visitors. Policies in this section are intended to support efforts of the Historic Uptown Susanville Association, the Lassen County Chamber of Commerce, and the City successfully support the continuing improvement of Main Street and Uptown. *[Source: New]*



## Goal LUD-16

To retain and encourage retail commercial in Uptown and on Main Street. *[Source: Existing Goal 6, modified]*

### Policies

- LUD-16.1: Uptown Business Center.** The City shall protect Uptown as a viable business center. *[Source: Existing Goal 15]*
- LUD-16.2: Business Incentives.** The City shall work with Main Street and Uptown retailers, the Historic Uptown Susanville Association, and the Lassen County Chamber of Commerce to identify incentives for Main Street businesses to invest in and expand their businesses. *[Source: Existing Policies 6.p and 6.q and Existing Program 6.33, modified]*
- LUD-16.3: Public Realm.** The City shall continue to pursue the physical and economic revitalization of Main Street, invest in the public realm, and emphasize civic, and community uses in the Main Street area. *[Source: New Policy]*
- LUD-16.4: Expand Main Street and Uptown Attractions.** The City shall continue to promote expanded amenities and attractions on Main Street and Uptown, including restaurants, entertainment venues, and cultural festivals and events. *[Source: New Policy]*

## Tourism

Susanville is surrounded by an abundance of outdoor recreational areas, providing numerous activities for visitors and residents alike. The National Registry of Historic Places lists many places located Susanville, including the Susanville Railroad Depot, Roop's Fort, and the Lassen County Courthouse. Residents and visitors alike can enjoy fishing, hiking, biking, boating, horseback riding, camping and bird watching. The Bizz Johnson Trail is a 29-mile jogging, hiking, biking and sightseeing trek from Susanville to Westwood. Coppervale Ski Hill is located 14 miles west of Susanville and features a poma lift and 13 skiable acres. Eagle Lake is 15 miles north of Susanville and features world-class freshwater fishing. The policies in this section seek to continue to enhance and expand attractions in and around Susanville that serve visitors. *[Source: New Text]*

### Goal LUD-17

To ensure Susanville's long-term success and economic sustainability by diversifying and expanding tourism attractions, highlighting the unique history and character of the city. *[Source: New Goal]*

#### Policies

- LUD-17.1: Tourism Program.** The City shall prepare a tourism program designed strengthen Susanville's tourism role, draw more visitors to Susanville, and promote recreational tourism. *[Source: Existing goals 7 and 8, and Policy 7.r, modified]*
- LUD-17.2: Susanville Image.** The City shall define an appealing, coherent image and theme for Susanville that emphasis recreation tourism. *[Source: Existing Goal 9 and Policy 9.t, modified]*
- LUD-17.3: Understand Tourism Base.** The City shall collaborate with the Lassen County Chamber of Commerce to improve the local understanding of Susanville's tourism base and potential for recreational tourism. mountain biking, hiking equestrian, fishing, hunting, and boating. *[Source: Existing Policy 8.s, modified]*
- LUD-17.4: Wayfinding.** The City shall establish a wayfinding program, including directional signs to Main Street and other points of interest and other visuals to attract visitor attention, to make navigating the city and region easy and interesting for visitors. *[Source: Existing Goal 10 and Policies 10.v and 10.u, modified]*
- LUD-17.5: Expand Visitor Serving Amenities.** The City shall work with the Historic Susanville Uptown Association, the Lassen County Chamber of Commerce, the Susanville Indian Rancheria, and local business owners to improve and expand visitor-serving activities and facilities. *[Source: Existing Goal 11 and Existing Policies 11.w and 11.x, modified]*
- LUD-17.6: Lodging Establishment Partnership.** The City shall encourage outreach and collaboration with local lodging establishments to promote overnight stays for visitors, which can increase the Transient Occupancy Tax (TOT and business for restaurants and shops. *[Source: New Policy]*

### 3. LAND USE AND COMMUNITY DEVELOPMENT

- LUD-17.7: Destination Image and Amenities.** The City shall encourage the development of contemporary services such as electric vehicle charging stations and high-speed internet availability. *[Source: New Policy]*
- LUD-17.8: Annual Airport Day.** The City shall promote the annual "airport day" to become a recognized annual fly-in events to attract tourists and visitors. *(Source: Existing Programs 2.7 and 3.10-Q-24, modified)*

## Business Climate

The City recognizes that it can facilitate private-sector investment and the creation of jobs by creating a business-friendly climate. This goal and its supporting policies stress the importance of customer service, fair and predictable permit procedures, the removal of unnecessary regulatory barriers, and economic development programs as ways to attract private-sector investment to Susanville. *[Source: New Text]*

### Goal LUD-18

To maintain a supportive business climate that increases the City's ability to support expansion of existing businesses and attraction of new businesses. *[Source: New Goal]*

### Policies

- LUD-18.1: Permit Process.** The City shall continue to ensure a timely, simple, and predictable permit process for all applicants, including the continued use of contemporary permitting software. *[Source: Existing Goal 12 and Existing Policy 12.z, modified]*
- LUD-18.2: Assisting Development Permit Applications.** The City shall take an active role in assisting new development through the permit process. *[Source: Existing Policy 12.y, modified]*
- LUD-18.3: Priority Permit Processing.** The City shall facilitate rapid permit processing in priority development areas. *[Source: Existing Goal 13 and Existing Policy 13.aa, modified]*
- LUD-18.4: Business-Friendly Values.** The City shall encourage the entire City organization, including employees, volunteers, and elected and appointed officials, to understand and embrace Susanville's business-friendly values. *[Source: New Policy]*
- LUD-18.5: Assist Entrepreneurs.** The City shall actively encourage, support, and assist local entrepreneurs who are starting businesses in Susanville. *[Source: New Policy]*
- LUD-18.6: Buy Local.** The City shall encourage residents, local businesses, the community college, and community organizations to purchase goods and services from other local businesses to support local jobs and to recirculate money within the local economy. *[Source: New Policy]*

# Implementation Programs

| Land Use and Community Development Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Implements Which Policy(ies)                                                    | Responsible              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                 | Supporting Department(s) |
| <p><b>A. Update The Zoning Code</b></p> <p>The City shall update the Zoning Code to address the following changes:</p> <ul style="list-style-type: none"> <li>• Prepare objective design and compatibility standards for all land use types;</li> <li>• Include Conditional Use Permit requirements and standards for areas designated as 100-year flood plain;</li> <li>• Standards and guidelines shall be established so that cottage industry and/or home occupations will be allowed as conditional uses in residential areas; and</li> <li>• Streamline zoning to delegate more decisions ministerially to Planning staff.</li> </ul> <p><i>[Source: Existing Programs 3.22, 12.60, modified]</i></p> | <p><b>LUD-1.2</b><br/><b>LU-5.4</b><br/><b>LUD-12.4</b><br/><b>LUD-17.1</b></p> | <p><b>Planning</b></p>   |
| <p><b>B. Flood Plain Acquisition</b></p> <p>The City shall adopt a flood plain preservation program that would acquire development rights in flood plains prior to the City's approving any construction in the flood plain. <i>[Source: Existing Program 3.3-D-4]</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>LU-5.4</b></p>                                                            | <p><b>Planning</b></p>   |
| <p><b>C. Open Space Program</b></p> <p>The City shall prepare and adopt an open space preservation program that identifies open space lands outside the city limits but within the City's sphere of influence that are appropriate for acquisition to support the City efforts for open space preservation on the city's perimeter. <i>[Source: Existing Program 3.3-D-3]</i></p>                                                                                                                                                                                                                                                                                                                           | <p><b>LU-5.4</b><br/><b>LU-5.5</b></p>                                          | <p><b>Planning</b></p>   |

### 3. LAND USE AND COMMUNITY DEVELOPMENT

| Land Use and Community Development Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Implements Which Policy(ies)                                         | Responsible                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                      | Supporting Department(s)                     |
| <p><b>D. Undevelopable Land</b></p> <p>The City shall prepare a study to identify all parcels in the city that are undevelopable (e.g., floodways) or difficult to develop. Those parcels determined to be undevelopable shall be identified in the City's GIS data based as undevelopable. The City will notify owners of property identified as undevelopable to provide them an opportunity to challenge that determination. For those areas that are difficult to develop, due to topography, elevation, and or soils indicate, the City shall reduce density standards to reduce development costs and increase the feasibility of site development. <i>[Source: Existing Programs 3.3-D-1 and 3.8-H-7, modified]</i></p> | <b>LUD-5.4</b>                                                       | <b>Planning</b>                              |
| <p><b>E. Joint Powers Agreement</b></p> <p>The City shall enter into a joint powers agreement with Lassen County to control growth within the City's sphere of influence, outside city limits. The agreement shall include criteria for determining when development should occur inside the City limits through annexation or infill <i>[Source: Existing Programs 3.8-H-6 and 3.8-H-7, modified]</i></p>                                                                                                                                                                                                                                                                                                                     | <b>LUD-6.1</b><br><b>LUD-6.2</b><br><b>LUD-6.3</b><br><b>LUD-6.5</b> | <b>Administration</b><br><br><b>Planning</b> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                        |                                                                                                      |
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| <p><b>F. Susanville Airport Development Plan</b></p> <p>The City Shall prepare a Susanville Airport Development Plan to establish a detailed, long-range plan for airport improvements. The Plan shall include airport history; existing conditions; development objectives; analysis of market potential; site plan showing all runway, building, and infrastructure improvements; adjacent supporting land use and development; and a financing plan. The Plan shall also address the following potential features:</p> <ul style="list-style-type: none"> <li>• Additional spaces for both public and private hangars built to specific City standards;</li> <li>• Aircraft-related businesses at the airport, such as airframe repairs, avionics shop, paint shop, modification shop, sales, charters, and flight instruction;</li> <li>• Commuter air service; and</li> <li>• Coordination with the State Economic Development Commission to bring air cargo service to Susanville</li> </ul> <p>As an integral part of Plan preparation the City will collaborate with the County to identify development potential of lands surrounding the airport in a manner which would capitalize on the airport as an economic asset; have easy access to the airport; and be restricted in terms of size, location, and occupancy to insure the safety and integrity of the airport, its surroundings, and users consistent with the ALUP. <i>[Source: Existing Programs 3.10-Q-21, 3.10-Q-22, 1.9, 2.8, and 3.10-Q-23, modified]</i></p> | <p><b>LUD-7.1</b><br/> <b>LUD-7.2</b><br/> <b>LUD-7.3</b><br/> <b>LUD-7.4</b><br/> <b>LUD-7.5</b><br/> <b>LUD-7.6</b><br/> <b>LUD-7.7</b><br/> <b>LUD-7.8</b><br/> <b>LUD-11.2</b></p> | <p><b>Airport</b></p> <p><b>Planning</b></p> <p><b>Administration</b></p> <p><b>Public Works</b></p> |
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### 3. LAND USE AND COMMUNITY DEVELOPMENT

| Land Use and Community Development Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Implements Which Policy(ies)                                | Responsible                                       |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                             | Supporting Department(s)                          |
| <p><b>G. General Plan Administration and Maintenance</b></p> <p>The City shall prepare and annual report on the status of the implementation of the General Plan policies and programs. The City shall submit the report to the Planning Commission for review and the Governor’s Office of Planning and Research. The City shall also conduct a technical review of the General Plan five years after adoption and update it as necessary to assure compliance with State law and responsiveness to current City needs, including adequate municipal revenues to maintain a high level of public services. <i>[Source: New Program]</i></p> | <p><b>LUD-9.1</b><br/><b>LUD-9.2</b><br/><b>LUD-9.3</b></p> | <p><b>Planning</b></p>                            |
| <p><b>H. Service Capacity Study</b></p> <p>The City shall prepare a study on the feasibility of providing services to areas within the proposed annexation area that currently do not have services provided by the City. <i>[Source: New Program]</i></p>                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>LUD-10.1</b></p>                                      | <p><b>City Manager</b></p> <p><b>Planning</b></p> |

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| <p><b>I. Economic Development Strategic Plan</b></p> <p>The City shall prepare an Economic Development Strategic Plan (EDSP) to address the City’s readiness for economic growth and development. The EDSP shall be prepared in collaboration Lassen County, the Lassen County Chamber of Commerce, Lassen Economic Ddevelopment Corporation, the Historic Uptown Susanville Association, Lassen Community College, and the Lassen Training and Employment Center . The EDSP shall address the following topics and issues:</p> <ul style="list-style-type: none"> <li>• An inventory of serviced, zoned lands available for development;</li> <li>• Identify “pipeline sites” to add to the developable inventory and identify actions necessary to revise zoning and/or plan for service expansion to bring additional sites into the developable inventory;</li> <li>• Prepare a profile of the area labor force;</li> <li>• Develop a feasible “business incubation” package stressing loans and deferred payments (rather than grants or subsidies);</li> <li>• Prepare strategies for the retention, attraction or expansion of specific industries such as lumber mills, agriculture, warehousing, trucking, and gunsmithing;</li> <li>• Develop standards and guidelines that will attract desirable, clean industries;</li> <li>• Identify “gaps” in Susanville’s retail/service mix and develop a strategy to attract businesses that would fill those gaps;</li> <li>• Prepare recommendatios for actively encouraging, supporting, and assisting local entrepreneurs who are starting businesses in Susanville;</li> </ul> | <p><b>LUD-11.2</b><br/> <b>LUD-11.3</b><br/> <b>LUD-11.4</b><br/> <b>LUD-13.1</b><br/> <b>LUD-13.2</b><br/> <b>LUD-13.4</b><br/> <b>LUD-13.5</b><br/> <b>LUD-13.6</b><br/> <b>LUD-14.1</b><br/> <b>LUD-14.2</b><br/> <b>LUD-15.1</b><br/> <b>LUD-15.2</b><br/> <b>LUD-15.3</b><br/> <b>LUD-15.5</b><br/> <b>LUD-18.5</b></p> | <p><b>Administration</b></p> <p><b>Planning</b></p> |
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### 3. LAND USE AND COMMUNITY DEVELOPMENT

| Land Use and Community Development Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Implements Which Policy(ies) | Responsible              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                              | Supporting Department(s) |
| <ul style="list-style-type: none"> <li>• Allow use of City-owned property for appropriate uses by the private sector, such as community events, like the farmers market, or any events that take place in public parks or City-owned facilities;</li> <li>• An implementation program that includes: <ul style="list-style-type: none"> <li>○ An annual update of land available for development;</li> <li>○ Monitoring and pursuing all sources of funds for economic development;</li> <li>○ Periodic reports on local economic activity;</li> <li>○ Identify funding for and hiring a grant writer; and</li> <li>○ Pursue State legislation that would enable the City to implement a range of incentive programs including economic development grants to small businesses to attract new businesses to Susanville.</li> </ul> </li> </ul> <p><i>[Source: Existing Programs 1.1, 1.2, 1.3, 1.4, 1.5, 3.14, 3.15, 3.16, 3.17, 3.18, 3.19, 3.20, 4.23, 4.25, 5.30, 5.31, and 13.61, modified]</i></p> |                              |                          |

| Land Use and Community Development Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Implements Which Policy(ies)                                                          | Responsible                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       | Supporting Department(s)                                                       |
| <p><b>J. Main Street and Uptown Specific Plan</b></p> <p>The City shall prepare a Main Street and Uptown Specific Plan to improve and strengthen the Main Street/Uptown business district. The Plan shall address, among other things, land use, zoning, objective design standards, infrastructure, streets and sidewalks, on- and off-street parking, and financing. Specific topics in the Plan may include:</p> <ul style="list-style-type: none"> <li>• A vision for Main Street;</li> <li>• A broad range of rehabilitation of historic structures in the Uptown area;</li> <li>• Ways to draw on the scale, appearance, and historic resources of Susanville to emphasize an unusual or unique character for Main Street; and</li> <li>• Consideration for participation in the California Main Street program.</li> </ul> <p><i>[Source: Existing Programs 6.34, 6.35, 6.36, and 6.37, modified]</i></p> | <p><b>LUD-16.1</b><br/> <b>LUD-16.2</b><br/> <b>LUD-16.3</b><br/> <b>LUD-16.4</b></p> | <p><b>Planning</b></p> <p><b>Administration</b></p> <p><b>Public Works</b></p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                    |                                                     |
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| <p><b>K. Strategic Tourism Program</b></p> <p>The City shall collaborate with the Lassen County Chamber of Commerce and Historic Susanville Uptown Association to prepare a strategic tourism program designed strengthen Susanville’s tourism role, draw more visitors to Susanville, and promote recreational tourism. The Program shall evaluate and prioritize a broad range of actions and community efforts. The Program will also include a funding plan, as well as identify implementation responsibilities. The program shall evaluate and consider the following efforts:</p> <ul style="list-style-type: none"> <li>• Prepare a tourist handout presenting a positive picture of access, physical beauty, scale of development, tourist facilities, range of attractions, and proximity to places of visitor interest, including scenic and passive recreation areas;</li> <li>• Encourage local and nearby tourist-service businesses and local motels to distribute handouts to visitors;</li> <li>• Create special annual events to draw first-time visitors;</li> <li>• Survey out-of-area visitors (e.g., motel occupants) to establish a visitor profile and to identify the strength and weaknesses of Susanville’s visitor appeal;</li> <li>• Establish an information “kiosk” listing community events at existing visitor information centers;</li> <li>• Sponsor a contest or competition among residents to establish or create a theme;</li> <li>• Paint murals of Susanville’s history on building walls in prominent locations;</li> <li>• Work with Caltrans to sign a “Vista Point” turnoff to Inspiration Point from State Routes 36 and 139;</li> </ul> | <p><b>LUD-17.1</b><br/><b>LUD-17.2</b><br/><b>LUD-17.3</b><br/><b>LUD-17.4</b><br/><b>LUD-17.5</b><br/><b>LUD-17.6</b><br/><b>LUD-17.7</b><br/><b>LUD-17.8</b></p> | <p><b>Administration</b></p> <p><b>Planning</b></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|

| Land Use and Community Development Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Implements Which Policy(ies)               | Responsible              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            | Supporting Department(s) |
| <ul style="list-style-type: none"> <li>• Develop a signing and wayfinding program that implements a consistent visual theme;</li> <li>• Find a new home for and expand the museum;</li> <li>• Work with the County and LEDCo to attract winter sports facilities including both Alpine and Nordic skiing;</li> <li>• Advertise summer and fall sports facilities and activities, including golf, biking, hand cart races, kite flying, hunting, fishing, and marathon through the Susanville River Canyon; and</li> <li>• Promote bike festivals and races, such as Riding High at the Ranch Park other Ranch Park Bike races and marathons.</li> </ul> <p><i>[Source: Existing Programs 7.38, 7.39, 7.40, 7.41, 8.42, 9.43, 10.44, 10.45, 10.46, 10.47, 11.48, 11.50, 11.51, 11.52, 11.53, and 11.54, modified]</i></p> |                                            |                          |
| <p><b>L. Planning Applicant Information Handout</b></p> <p>The City shall prepare a handout for applicants describing the permit process (e.g., use a checklist or “critical path” approach to identify the steps, submittal requirements and approval processes for rezoning's, use permits, variances, design review) The City shall work with staff of County, Susanville Consolidated Sanitary District (SCSD) and Lassen Municipal Utilities District (LMUD) and with elected representatives to verify accuracy and assure common understanding of existing requirements. [Source: Existing Programs 3.8-L-14 and 12.55, modified ]</p>                                                                                                                                                                            | <p><b>LUD-18.1</b><br/><b>LUD-18.2</b></p> | <p><b>Planning</b></p>   |

### 3. LAND USE AND COMMUNITY DEVELOPMENT

| Land Use and Community Development Programs                                                                                                                                                              | Implements Which Policy(ies)       | Responsible                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------|
|                                                                                                                                                                                                          |                                    | Supporting Department(s)                     |
| <b>M. Developer Fees</b><br>The City shall establish (as a percent of total development cost) the fees that developers must pay for improvements .<br><i>[Source: Existing Program 12.57]</i>            | <b>LUD-18.1</b>                    | <b>Planning</b><br><br><b>Administration</b> |
| <b>N. Increase Planning Staff</b><br>The City shall add City Planning staff for permit processing to increase permitting efficiency and timeliness.<br><i>[Source: Existing Program 12.58, modified]</i> | <b>LUD-18.1</b><br><b>LUD-18.2</b> | <b>Administration</b>                        |

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Kelly Mumper, Building & Planning Division

**Action Date:** March 20, 2024

**SUBJECT:** Consider **Resolution No. 24-6285**, adopting the Final General Plan Circulation Element Update and Negative Declaration Environmental Report to update the Circulation Element to the *City of Susanville General Plan 1990-2010*.

**PRESENTED BY:** Kelly Mumper, City Planner

**SUMMARY:** The Circulation Element Update provides a management and improvement framework for the City of Susanville's transportation related infrastructure over the course of the next 20 years. The strategies included in this element aim to improve the community's quality of life and economic vitality as well as accommodate new growth. Through promoting a safe and efficient transportation network, the city's destinations and opportunities will be accessible by automobile, transit, walking, and cycling. The proposed final document required that a Negative Declaration Environmental Document be prepared. Primary comments that were received from outside agencies were from the Department of U.S. Fish and Wildlife. Said comments have been incorporated into the adopting Resolution findings and if approved will be incorporated into the Final Circulation Element Update Document.

Specifically, if adopted, the following language will be added to the Final Document:

**Responses to CDFW Negative Declaration Comments**

On January 17, 2024, the California Department of Fish and Wildlife (CDFW) submitted comments on the Negative Declaration for the Susanville General Plan Land Use and Circulation Element Updates. One comment indicated the need for additional information in the Negative Declaration regarding special status species that have the potential to occur in the Project area. Four comments recommended additional policies or programs related to wildlife friendly fencing, ungulate watering and feeding, human/wildlife conflict with Black Bears, and resource conservation strategies.

In response to the comment requesting additional information about special status species in the Project area, we have prepared the attached resolution for your consideration.

Regarding CDFW comments related to additional policies or

programs, the subject of these comments is best addressed in a conservation and open space element, not the land use element. Since the City will soon initiate an update of the remaining General Plan elements, including the Conservation and Open Space Element, these recommendations will be fully addressed at that point. However, to provide some direction on policies and programs the City may consider during that update, potential policies and programs are provided below for information and discussion.

#### **Wildlife Friendly Fencing**

CDFW encourages the City to consider a policy that includes perimeter and residential fencing to be constructed with wildlife friendly techniques, to reduce the potential of injury or death and provide safe connections and corridors between the habitats that wildlife species use during daily and annual movements. The following are potential policies and a program for consideration:

**Policy COS-X.X Wildlife Friendly Fencing.** The City shall consider additional fence standards and regulations to allow animals to jump over and crawl under easily without injury and be highly visible for both ungulates and birds.

#### **Policy COS-X.X Consideration of Wildlife Movement Impacts.**

When considering proposed new development, the City shall consider the development's potential project-specific and cumulative impacts on the movement of wildlife.

**COS Program XX - Wildlife Friendly Fencing.** The City shall prepare a study of wildlife friendly fence standards and regulations and update, as appropriate, the Zoning Code fence standards and conditions of approval for new development.

#### **Ungulate Watering and Feeding**

CDFW recommends the City develop local policies and enforceable codes aimed at preventing watering and feeding of ungulates and allowing for the construction of deer exclusion fencing in appropriate locations as part of an updated General Plan. The following is a potential policy and program for consideration:

**Policy COS-X.X Deer Watering and Feeding.** The City shall discourage the watering and feeding of deer.

**COS Program XX - Deer Watering and Feeding.** The City shall coordinate with the California Department of Fish and Wildlife to develop and distribute public information about how to avoid providing feed or water to deer, including fencing, lighting, and attractant removal.

#### **Human/Wildlife Conflict with Black Bears**

CDFW recommends the City develop policies and enforceable codes aimed at preventing bear and human conflict as part of current or future General Plan updates. The following is a potential program for consideration:

**Program COS XX - Wildlife Awareness and Safety Program.** The

City shall, in consultation with the California Department of Fish and Wildlife, develop and implement a coyote, deer, and bear public awareness and safety program.

**Resource Conservation Strategies**

CDFW encourages the preservation of open space and natural areas within city limits. CDFW recommends the City consider regional and state-wide natural resource conservation strategies outlined in the following reports: Safeguarding Calildlife Conflict with Black Bearsiformia Plan; California State Wildlife Action Plan: A Conservation Legacy for Californians; and California 2030 Natural and Working Lands Climate Change Implementation Plan. City staff and it's General Plan consultant team will review these reports and use them to help prepare Conservation and Open space Element policies and programs related to open space and natural resource preservation.

**FISCAL IMPACT:**

None.

**ACTION REQUESTED:**

Motion to approve Resolution No. 24-6285, approving the Final General Plan Circulation Element Update and Negative Declaration Environmental Report to update the Circulation Element to the *City of Susanville General Plan 1990-2010*.

**ATTACHMENTS:**

[NOI Circulation Element .doc](#)

[24-6285.pdf](#)

[Public Hearing Notice Land Use-Circulation Element Update.docx](#)

[Exhibit A-Initial Study-Negative Declaration Circulation Element Update.pdf](#)

[CEQA-2023-0323\\_2023120232\\_LAS\\_City of Susanville General Plan Update Ltr\\_FINAL.pdf](#)

[SUSGP Final Circulation Element Update.pdf](#)



## **PUBLIC NOTICE**

### **NOTICE OF INTENTION TO ADOPT A NEGATIVE DECLARATION FOR THE UPDATE TO THE CITY OF SUSANVILLE CIRCULATION ELEMENT TO THE *CITY OF SUSANVILLE GENERAL PLAN 1990-2010*.**

The City of Susanville City Council acting as the Lead Agency pursuant to the California Environmental Quality Act has prepared a Negative Declaration (statement of no significant environmental effects) and will receive public comments relating to the project listed below.

This Initial Study and Negative Declaration (IS/ND **SCH#** 2023120232) evaluates the potential environmental effects of the proposed update to the City of Susanville Circulation Element Update to the *City of Susanville General Plan 1990-2010*.

The Negative Declaration and its supporting documents are available for review at the City of Susanville's Community Development Department, 66 N. Lassen Street Susanville CA 96130, during normal business hours. The statutory review period for the document review ran from December 2, 2023, through January 2, 2024. Documents are available for public inspection at the Susanville Community Development Department 66 N. Lassen Street Susanville.

The City of Susanville City Council will hold a public hearing to consider the above-mentioned Negative Declaration for the above-described project on Wednesday March 20, 2024, at 4:30 pm in the City Council Chambers located at 66 North Lassen Street Susanville CA 96130.

"If you challenge the City's action on this project in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City at, or prior to, the public hearing.", Govt. Code 65009.

Any questions regarding the Negative Declaration may be directed to Kelly Mumper at 530-252-5104 during normal business hours.

BY: Kelly Mumper, City Planner  
FOR: City of Susanville Planning Department

*To be published in legal section on March 7, 2024, in the Modoc Record.*

**RESOLUTION NO. 24-6285**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING THE CIRCULATION ELEMENT UPDATE TO *THE CITY OF SUSANVILLE***  
***GENERAL PLAN 1990-2010***

**WHEREAS**, the City of Susanville is under contract with Mintier Harnish Planning Consultants and Green Dot Transportation, utilizing SB-2 grant funding, to conduct assessments and updates to the Land Use and Circulation Elements of the *City of Susanville General Plan 1990-2010*; and

**WHEREAS**, community outreach and study session was conducted on June 21, 2023, in order to receive feedback from the community and stakeholders on the proposed assessments and updates; and

**WHEREAS**, the draft element was circulated to local, state, and federal agencies for the required 30 day review period from June 21, 2023, to July 21, 2023; and

**WHEREAS**, the City of Susanville City Council at a public hearing held on March 20, 2024, which was noticed in the Modoc Record on March 7, 2024, has considered both written and verbal comments presented concerning the proposed update as required by City Code Section 17 .112.20 E

**WHEREAS**, the Initial Study, Negative Declaration, and Notice of Intention to Adopt the Negative Declaration were distributed for public review pursuant to the provisions of Section 15073 of the California Environmental Quality Act (CEQA) with the public review period running from December 2, 2023, through January 2, 2024; and

**WHEREAS**, the Initial Study/Negative Declaration (ISND) Section 4 inadequately identifies the numerous special status species potentially occurring within the Project area;

**WHEREAS**, the City of Susanville is located in a biologically diverse region, featuring coniferous forests, wetlands, geothermal features, volcanic landscapes, saline lakes, and high desert habitats;

**WHEREAS**, this ecological diversity is due to Susanville's unique location at the confluence of the Sierra Nevada, Cascade Range, and the Great Basin, contributing to the area's rich mosaic of habitats and abundant biodiversity;

**WHEREAS**, such habitats support a variety of state special status species adapted to these environments, including but not limited to, the golden eagle (*Aquila chrysaetos*, State Fully Protected), scalloped moonwort (*Botrychium crenulatum*, California Rare Plant Rank 2B.2), greater sandhill crane (*Grus canadensis tabida*, State Threatened), and sub-herds of the Doyle migratory mule deer herd.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville, California, hereby:

1. **ACKNOWLEDGMENT:** The City Council acknowledges the ecological significance of the region and the presence of various special status species within the Project area as outlined above.
2. **INCORPORATION INTO GENERAL PLAN:** The City Council directs the City Planning Department to incorporate these ecological and biodiversity findings into

the General Plan guidelines of the City of Susanville. This incorporation should ensure that future development and land use planning are conducted in a manner that acknowledges, protects, and enhances the region's biodiversity.

3. **DEVELOPMENT OF PROTECTIVE MEASURES:** The City Planning Department is further instructed to develop and implement protective measures and strategies within the General Plan to safeguard the habitats of the identified special status species and to promote biodiversity conservation in all city planning endeavors.
4. **COMMUNITY ENGAGEMENT AND EDUCATION:** The City Council encourages the City Planning Department to engage with local communities, conservation organizations, and stakeholders in a collaborative effort to raise awareness about the ecological importance of the region and to foster support for biodiversity conservation measures.
5. **PERIODIC REVIEW AND UPDATE:** The City Planning Department shall conduct periodic reviews of the General Plan guidelines to ensure they remain current with ecological and conservation science and continue to effectively protect Susanville's natural heritage.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the City Council of the City of Susanville hereby adopts the Negative Declaration (**State Clearing House #2023120232**) as the environmental document for the Circulation Element Update based on the following findings of fact and is attached as Exhibit "A":

1. The initial study identified no potentially significant impacts that could occur by the general plan amendment.
2. Adopts the Negative Declaration as shown as Exhibit "A" attached hereto and directs staff to file the required Notice of Determination with the State Clearing House/Office of Planning and Research.
3. That a copy of this resolution be distributed to relevant city departments, local conservation agencies, and made available to the public to reinforce the City of Susanville's commitment to environmental stewardship and biodiversity conservation.
4. That a Negative Declaration has been completed in compliance with the California Environmental Quality Act (CEQA) Guidelines, the City's CEQA procedures, and adequately addresses the general environmental setting of the proposed project.
5. That the proposed General Plan amendment is consistent and compatible with the goals and policies of the General Plan and any implementation programs that may be affected.
6. That the establishment, maintenance, or operation of the subject use, building or facilities applied for will not, under the circumstances of the particular use, with the conditions imposed thereon, be detrimental to or contrary to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of the proposed use and will not be injurious or detrimental to property or improvements in the neighborhood or the general welfare of the city.
7. That the conditions imposed upon approval of this use are necessary to further the public health, safety, peace comfort and general welfare of the city.

APPROVED: \_\_\_\_\_  
Quincy McCourt, Mayor

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ATTEST: \_\_\_\_\_  
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the city of Susanville, held on the 20th day of March 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Margaret Long, City Attorney

## NOTICE OF PUBLIC HEARING

The City of Susanville City Council will be holding a public hearing to allow public comment on the Final Land Use Element Assessment Report to update the Land Use Element and Final the Circulation Element and affiliated Negative Declaration as the Environmental Document for the update to the *City of Susanville General Plan 1990-2010*.

The City of Susanville has hired a consultant team to work with city planning staff to update the Land Use Element and Circulation Element of the existing City of Susanville General Plan. The intent of the General Plan Element Land Use Element Assessment Report is to provide a snapshot of how the city could grow in the future and how the land use classifications would look should annexations be initiated. The Circulation Element update provides an updated analysis of current and projected road connections and expansions related to the projections of the Land Use Element update. These projects are scheduled to have a public hearing on both Final Documents and the Negative Declaration Environmental Document by the City Council at 4:30 p.m. on March 20, 2024, in the City of Susanville City Council Chambers located at 66 N. Lassen Street Susanville, CA 96130. Copies of the Land Use Assessment Report and Circulation Element are available at the aforementioned address and are also available on the City of Susanville website at [cityofsusanville.net](http://cityofsusanville.net) under city services/planning.

The public is invited to attend and provide verbal and/or written comments on the proposed project. Written comments must be received at the above address at, or prior to, the meeting date and time. Note: Any appeals on the above-mentioned proposal must be based on comments made known (either through written or verbal comments) at the public hearing. Appellants must also be represented at the public hearing for an appeal to be accepted by the City Council. "If you challenge the City's action on this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City at, or prior to, the public hearing." Govt. Code 65009. Any questions regarding this or the proposal may be directed to the City Planner, Kelly Mumper at (530) 252-5104 during normal business hours.

BY: Kelly Mumper, City Planner  
FOR: City of Susanville, City Council

# 2023 City of Susanville

## Exhibit "A"

### Initial Study/Negative Declaration



Report Prepared For:  
**City of Susanville**  
66 N Lassen Street  
Susanville, CA 96130

Report Prepared By:



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## 0. Introduction

### I. PROJECT TITLE

City of Susanville General Plan Update 2023

### II. LEAD AGENCY NAME AND ADDRESS

City of Susanville Planning & Development

66 N Lassen Street

Susanville, CA 96130

### III. CONTACT PERSON AND PHONE NUMBER

Kelly Mumper

(530) 251-8269

kmumper@cityofsusanville.org

### IV. PROJECT SPONSOR'S NAME AND ADDRESS

City of Susanville Planning & Development

66 N Lassen Street

Susanville, CA 96130

### V. PROJECT LOCATION AND SETTING

This Initial Study has been prepared to identify and assess the anticipated environmental impacts of the City of Susanville's 2023 General Plan Update. The Initial Study is also intended to assess whether any environmental effects of the project are susceptible to substantial reduction or avoidance by the choice of specific revisions in the project, by the imposition of conditions, or by other means (§ 15152(b)(2) of the California Environmental Quality Act (CEQA) Guidelines). If such revisions, conditions, or other means are identified, they will be identified as mitigation measures.

This Initial Study relies on State CEQA Guidelines §§ 15064 and 15064.4 in its determination of the significance of environmental effects. According to §15064, the finding as to whether a project may have one or more significant effects shall be based on substantial evidence in the record, and that controversy alone, without substantial evidence of a significant effect, does not trigger the need for an EIR.

The project area consists of the entire city of Susanville. Susanville is in the northeastern portion of California, located in Lassen County. Known for its proximity to the Sierra Nevada Mountains, Susanville offers a mix of high desert landscapes and alpine environments. The





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city is located at the head of Honey Lake Valley and sits at an elevation of about 4,186 feet. With the Susan River running through it, Susanville provides a mix of river valleys, pine forests, and mountainous terrain.

According to the 2000 Census, Lassen County has a total area of 4,720 square miles, of which Susanville occupies a small but significant portion. Susanville is the only incorporated city in Lassen County. The city's nearby communities include Johnstonville, Milford, and Janesville. Lassen County is bordered by the following counties: Plumas County on the south, Shasta County on the west, Modoc County on the north, and the state of Nevada on the east. The largest city in Lassen County is Susanville itself. Major highways running through Susanville include U.S. Route 395 and State Route 36.

Lassen County is home to parts of the Lassen National Forest (1,700 square miles) and the Lassen Volcanic National Park (106 square miles), offering a wide variety of recreational opportunities. The county also contains multiple state parks and wildlife areas. Susanville is served by the Susanville Municipal Airport, providing general aviation services to the local community. The city's proximity to natural beauty and outdoor recreational opportunities makes it a desirable location for residents and visitors alike.

## **VIII. PROJECT BACKGROUND & DESCRIPTION**

Susanville California State law requires each city and county to adopt a general plan “for the physical development of the County or City, and land outside its boundaries which in the planning agency’s judgment bears relation to its planning” (Gov. Code 65300). The General Plan has seven mandated elements which include Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety.

The Susanville General Plan details the community’s long-term vision and policy framework enabling the city to develop according to its stated goals. This plan identifies the way the city is intending to grow, where it should (and should not) develop, requirements for improvements to public infrastructure, and provisions needed to protect and strengthen the unique community character that has defined Susanville since its inception.

The adoption of the Updated General Plan Land Use and Circulation Elements requires that the Susanville City Council approve and adopt the Initial Study/Mitigated Negative Declaration through a public hearing with proper notification. The Susanville General Plan is intended to establish the policy framework for future growth and redevelopment of the City over the next 20 years. The plan’s focus is on preserving the rural agriculture character of the community. The preservation of the open space within and surrounding the city is of significant concern to the community.

After adoption, the General Plan becomes an official policy document that is intended to substantially influence subsequent decisions regarding capital expenditures, approvals of land-use or intensity changes, zoning regulation amendments, and similar legislative or administrative actions pertaining to the growth and redevelopment of the community.

The proposed project consists of an update to the City of Susanville General Plan. The project includes updates to the Land use and Circulation elements. Both the Safety and Housing Elements were updated and approved separately. They have been incorporated into this General Plan update for the purpose of maintaining consistency.



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This update to the current General Plan is used as a baseline for any additional environmental impacts as a result of this new General Plan Update. Very minor changes have been made since the last General Plan Update and this 2023 General Plan Update primarily consists of more recent information and compliance with more recent State planning laws. The city has experienced a decline in population over the past two decades. According to the U.S. Census Bureau, the population of Susanville was approximately 17,974 in 2000 and had declined to around 15,247 by 2010. Given past trends, there is uncertainty regarding significant growth for Susanville over the next 20 years.

The developable areas described in the previous General Plan remain as the available developable land in the 2023 update. The 2023 update is primarily a technical update to ensure consistency between General Plan elements and reformatting elements into an aesthetically pleasing format to be used for years to come.

## VIII. PURPOSE OF THE INITIAL STUDY

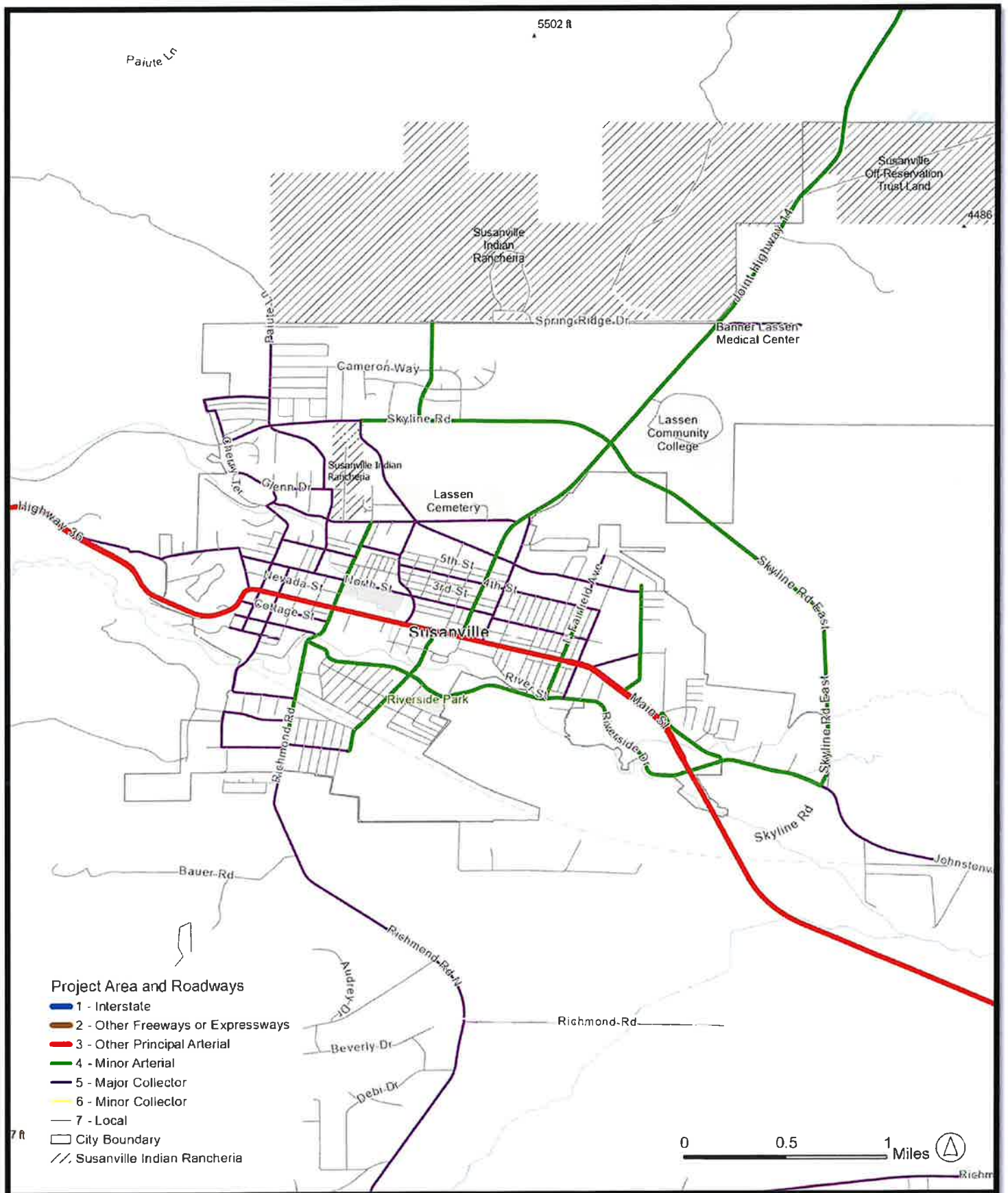
The purpose of the Initial Study is to conduct an environmental review for the 2023 General Plan Update in accordance with §15120 et seq. of the California Environmental Quality Act (CEQA) Guidelines.



## **VIII. OTHER PUBLIC AGENCIES WHOSE APPROVAL MAY BE REQUIRED**

The City of Susanville is the Lead Agency for the proposed project pursuant to the California Environmental Quality Act (CEQA), Section 15050. No specific permits are required to approve the proposed project. Future permit approvals vary among projects and may include, but are not necessarily limited to: Caltrans, CA Department of Fish and Wildlife, Regional Water Quality Control Board, Bureau of Reclamation, Bureau of Land Management, US Army Corps of Engineers, US Fish and Wildlife Service, Federal Highway Administration, Federal Aviation Administration, Lassen County, and the California Transportation Commission.

## VIII. LOCATION MAP





## . Environmental Factors Potentially Affected

None of the environmental factors listed below would be potentially affected by this project, as described on the following pages.

|                                    |                               |                           |
|------------------------------------|-------------------------------|---------------------------|
| Aesthetics                         | Agriculture Resources         | Air Quality               |
| Biological Resources               | Cultural Resources            | Geology /Soils            |
| Greenhouse Gas Emissions           | Hazards & Hazardous Materials | Hydrology / Water Quality |
| Land Use / Planning                | Mineral Resources             | Noise                     |
| Population / Housing               | Public Services               | Recreation                |
| Transportation/Traffic             | Utilities / Service Systems   | Tribal Cultural Resources |
| Mandatory Findings of Significance |                               |                           |

### Discussion

On the basis of this initial evaluation:

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>X</b> | I find that the proposed project COULD NOT have a significant effect on the environment, and a <b>NEGATIVE DECLARATION</b> will be prepared.                                                                                                                                                                                                                                                                                                                                                                      |
|          | I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A <b>MITIGATED NEGATIVE DECLARATION</b> will be prepared.                                                                                                                                                                                                             |
|          | I find that the proposed project MAY have a significant effect on the environment, and an <b>ENVIRONMENTAL IMPACT REPORT</b> is required.                                                                                                                                                                                                                                                                                                                                                                         |
|          | I find that the proposed project MAY have a “potentially significant impact” or “potentially significant unless mitigated” impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An <b>ENVIRONMENTAL IMPACT REPORT</b> is required, but it must analyze only the effects that remain to be addressed. |
|          | I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or <b>NEGATIVE DECLARATION</b> pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or <b>NEGATIVE DECLARATION</b> , including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.                           |

Kelly Mumpce, City Planner, Executive Secretary, 3/5/2024 (Date)



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## 2. Evaluation of Environmental Impacts

In each area of potential impacts listed in this section, there are one or more questions which assess the degree of potential environmental effects. A response is provided to each question using one of the four impact evaluation criteria described below. A discussion of the response is also included.

- ❖ **Potentially Significant Impact.** This response is appropriate when there is substantial evidence that an effect is significant. If there are one or more “Potentially Significant Impact” entries, upon completion of the Initial Study, an EIR is required.
- ❖ **Less than Significant with Mitigation Incorporated.** This response applies when the incorporation of mitigation measures has reduced an effect from “Potentially Significant Impact” to a “Less Than Significant Impact”. The Lead Agency must describe the mitigation measures and briefly explain how they reduce the effect to a less than significant level.
- ❖ **Less than Significant Impact.** A less than significant impact is one which is deemed to have little or no adverse effect on the environment. Mitigation measures are, therefore, not necessary, although they may be recommended to further reduce a minor impact.
- ❖ **No Impact.** This response indicates that either there will be no impact on the environment, or the topic is not relevant to the Project.

## 3. Environmental Checklist

Responses to the following questions and related discussion indicate if the proposed project will or will potentially have a significant adverse impact on the environment, either individually or cumulatively with other projects. All phases of project planning, implementation, and operation are considered.

### I. AESTHETICS

|                                                                                                                                                          | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Have a substantial adverse effect on a scenic vista?                                                                                                  |                                |                                       |                              | X         |
| b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway? |                                |                                       |                              | X         |
| c) Substantially degrade the existing visual character or quality of the site and its surroundings?                                                      |                                |                                       |                              | X         |
| d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?                                    |                                |                                       |                              | X         |

### Discussion

Susanville is characterized by its picturesque landscapes, encompassing both mountainous terrains and expansive forests. Located near the southern edge of the Cascade Range, Susanville offers stunning views of the nearby mountains, dense forests, and scenic vistas. These views can be enjoyed from various vantage points within the city and its surrounding areas. The local economy benefits significantly from visitors drawn to Susanville's natural beauty and recreational opportunities. This appeal is also a primary reason many individuals choose to call Susanville home.

The Susanville General Plan prioritizes the conservation of open spaces over development. Consistently, transportation strategies are geared towards enhancing the existing system rather than expansive growth. The General Plan Update will not, in and of itself, result in aesthetic impacts to scenic vistas, scenic resources, or visual character, and will not create sources of substantial light or glare which adversely affects views. All future development will require project-specific environmental evaluation in order to determine that any potential impacts are less than significant.



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Response to questions a through d): Less than Significant.

Susanville is serviced by California State Routes, local roadways, and other designated paths that showcase the city's natural beauty. These routes offer captivating views of the surrounding landscapes, including nearby mountain ranges, forests, and other scenic landmarks that define Susanville's character. The proposed project does not prescribe, suggest, or mandate the construction of new roadways in any of these regions.

The proposed project encompasses a series of roadway enhancement initiatives, largely focusing on roadway rehabilitation and the enhancement of roadway safety. These improvements will be applied to both State Highways and local routes, ensuring that the city's aesthetic appeal remains undisturbed. Furthermore, there would be no significant alteration leading to indirect population growth due to access enhancements to currently undeveloped areas. The proposed project does not propose the creation of new roads; hence the project would not trigger indirect population growth by improving access to undeveloped zones.

The proposed project outlines the priorities for funding roadway and multimodal transportation improvements that are planned for the next two decades. Implementing the proposed project would not bring about any significant or adverse alterations to Susanville's visual allure. Moreover, there would be no introduction of increased nighttime lighting or daytime glare. This impact is considered minimal, and no mitigation is deemed necessary.



## AGRICULTURAL RESOURCES

|                                                                                                                                                                                                                                                | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use? |                                |                                       |                              | X         |
| b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?                                                                                                                                                           |                                |                                       |                              | X         |
| c) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non- agricultural use?                                                                                 |                                |                                       |                              | X         |

### Discussion

The General Plan Land Use Element does not identify any additional sites for residential development or changes in density standards. The project will not result in the conversion of farmland to non-agricultural use. A goal of this project is to retain the rural and agricultural character that exists in the city of Susanville.

The General Plan will not, in and of itself, result in impacts on farmland, forestland, Williamson Act contracts, timberland, or timberland-zoned Timberland Production. All future development will require project-specific environmental evaluation to determine that any potential impacts are less than significant. At such a time that a development proposal is considered that project will be subject to adopted development guidelines/standards and any impacts identified with the development project will be addressed through mitigation measures specific to the impact. Future development projects will be reviewed on an individual basis to determine if there is any impact on agricultural resources.

Response to question a): No Impact. Implementation of the proposed project would allow for roadway and multimodal transportation improvements throughout the City over the next 20 years. The proposed project would not result in the conversion of any agricultural lands to non- agricultural uses, and as such, would have no impact on any Prime Farmland, Unique Farmland or Farmland of Statewide importance. There is no impact, and no mitigation is required.

Response to question b): No Impact. The proposed project does not propose any changes to General Plan land use designations or zoning districts and would have no impact on zoning for agricultural use. The proposed project would not result in conflicts with any Williamson Act contracts, nor would it result



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in the cancellation of any Williamson Act contracts. Implementation of the proposed project will have no impact on a Williamson Act contract, and no mitigation is required.

Response to question c): No Impact. See responses a) and b) above. The proposed project will have no impact on agricultural lands or operations.

## I. AIR QUALITY

|                                                                                                                                                                                                                                                                                             | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Conflict with or obstruct implementation of the applicable air quality plan?                                                                                                                                                                                                             |                                |                                       |                              | X         |
| b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?                                                                                                                                                                          |                                |                                       |                              | X         |
| c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)? |                                |                                       |                              | X         |
| d) Expose sensitive receptors to substantial pollutant concentrations?                                                                                                                                                                                                                      |                                |                                       |                              | X         |
| e) Create objectionable odors affecting a substantial number of people?                                                                                                                                                                                                                     |                                |                                       |                              | X         |

### Discussion

Ambient air quality is described in terms of compliance with State and Federal standards, and the levels of air pollutant concentrations considered safe, to protect the public health and welfare. These standards are designed to protect people most sensitive to respiratory distress, such as the elderly, very young children, persons with asthma or other illnesses, and persons engaged in strenuous work or exercise. The EPA has established national ambient air quality standards (NAAQS) for seven air pollution constituents. As permitted by the Clean Air Act, California has adopted more stringent air emissions standards (SAAQS) and expanded the number of regulated air constituents.

The California Air Resources Board (CARB) is required to designate areas of the state as attainment, nonattainment, or unclassified for any State standard. An "attainment" designation for an area signifies that pollutant concentrations do not violate the standard for that pollutant in that area. A "nonattainment" designation indicates that a pollutant concentration violated the standard at least once.

Circulation elements in a general plan should estimate air quality impacts associated with changes in land use and projected vehicle trips and speeds. Land use in Susanville is not expected to change notably due to various local factors; therefore, land use is not expected to impact air quality. However,



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increases in local traffic and through-traffic, especially of heavy truck traffic along the primary routes, could impact air quality in the community. Air quality impacts resulting from increases in through-traffic were not modeled for this General Plan and should be addressed in the future, but emissions of local traffic have been modeled in the past. The results indicated that emissions for reactive organic gases, carbon monoxide, and nitrogen oxides are expected to decrease through replacement of older vehicles with new, more efficient ones. Particulate levels are expected to stay about the same. Since Lassen County, where Susanville is located, is in attainment area with the air quality standards for several pollutants, maintaining current emissions levels or a decrease in emissions will not affect the county's attainment status. Such a decrease could help offset emissions resulting from through-traffic emissions increases; however, emissions from heavy truck traffic traveling through the community is still of concern. As such, the General Plan update offers several policies aimed at decreasing truck traffic within the city limits, in addition to increasing use of alternative, low-emissions forms of transportation.

The General Plan update will not, in and of itself, result in impacts to air quality or plans for air quality or produce pollutants or odors. At such a time that a development proposal is considered, that project will be subject to adopted development guidelines/standards and any impacts identified with the development project will be addressed through mitigation measures specific to the impact.

## BIOLOGICAL RESOURCES

|                                                                                                                                                                                                                                                                                                                      | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service? |                                |                                       |                              | X         |
| b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, or regulations by the California Department of Fish and Wildlife or US Fish and Wildlife Service?                                                                 |                                |                                       |                              | X         |
| c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?                                                 |                                |                                       |                              | X         |
| d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?                                                                                   |                                |                                       |                              | X         |
| e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?                                                                                                                                                                                  |                                |                                       |                              | X         |
| f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?                                                                                                                                 |                                |                                       |                              | X         |



## Discussion

The General Plan Update is a high-level policy document and will not directly result in impacts to wetlands, fish, wildlife, or conflict with existing habitat conservation plans and policies. Individual development proposals will be subject to Susanville's adopted development guidelines and standards. Each development proposal will undergo a specific environmental assessment in accordance with CEQA to identify any potential ecological impacts. Targeted mitigation measures will be developed and implemented to address any identified impacts, ensuring compliance with CEQA requirements.



## CULTURAL RESOURCES

|                                                                                                               | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|---------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5?    |                                |                                       |                              | X         |
| b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5? |                                |                                       |                              | X         |
| c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?       |                                |                                       |                              | X         |
| d) Disturb any human remains, including those interred outside of formal cemeteries?                          |                                |                                       |                              | X         |

### Discussion

This section evaluates the proposed Project's potential impacts on archaeological, historical, and paleontological resources. Resources of concern include, but are not limited to, prehistoric and historic artifacts, burials, sites of religious or cultural significance to Native American groups, and historic structures.

The General Plan update will not, in and of itself, result in impacts to cultural resources, including historic, archeological, and paleontological resources. At such time that a development proposal is considered, that project will be subject to adopted development guidelines/standards and any impacts identified with the development project will be addressed through mitigation measures specific to the impact.

## I. ENERGY

|                                                                                                                                                                                  | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Result in potentially significant environmental impact due to wasteful, inefficient, or unnecessary consumption of energy resources during project construction or operation? |                                |                                       |                              | X         |
| b) Conflict with or obstruct a state or local plan for renewable energy or energy efficiency?                                                                                    |                                |                                       |                              | X         |

### Discussion

The General Plan Update sets forth policies promoting energy conservation and energy efficiency. Adoption and implementation of the General Plan would not involve wasteful, inefficient, or unnecessary energy use or conflict with a state or local plan for renewable energy or energy efficiency.

The General Plan update will not, in and of itself, result in impacts to energy resources or renewable energy or energy efficiency planning; impacts due to the project are less than significant. All future development will require project-specific environmental evaluation in order to determine that any potential impacts are less than significant.



## II. GEOLOGY AND SOILS

|                                                                                                                                                                                                                                                                                               | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| <b>a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:</b>                                                                                                                                                       |                                |                                       |                              | <b>X</b>  |
| <b>i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.</b> |                                |                                       |                              | <b>X</b>  |
| <b>ii) Strong seismic ground shaking?</b>                                                                                                                                                                                                                                                     |                                |                                       |                              | <b>X</b>  |
| <b>iii) Seismic-related ground failure, including liquefaction?</b>                                                                                                                                                                                                                           |                                |                                       |                              | <b>X</b>  |
| <b>iv) Landslides?</b>                                                                                                                                                                                                                                                                        |                                |                                       |                              | <b>X</b>  |
| <b>b) Result in substantial soil erosion or the loss of topsoil?</b>                                                                                                                                                                                                                          |                                |                                       |                              | <b>X</b>  |
| <b>c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off- site landslide, lateral spreading, subsidence, liquefaction or collapse?</b>                                                    |                                |                                       |                              | <b>X</b>  |
| <b>d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?</b>                                                                                                                                       |                                |                                       |                              | <b>X</b>  |
| <b>e) Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?</b>                                                                                                     |                                |                                       |                              | <b>X</b>  |



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## Discussion

The city of Susanville is not in a seismically active region, and there is low potential that the area will be subject to at least moderate earthquakes one or more times over the next century. Throughout recorded history, no major earthquakes have been recorded in Susanville. There are no faults in, around, or near the city of Susanville and the closest identified potentially active fault is situated significantly away from the city's borders.

The city of Susanville is located in the northeastern part of California. Soils in the area provide a foundation for the city's varied terrain. While some areas might experience minor slope failure and erosion during heavy rainfall, due to the region's general landscape, landslides are not a major concern in Susanville.

The General Plan area encompasses a region that may use septic tank systems and might not connect to a public municipal wastewater disposal system. While the General Plan update is a policy-level document and does not prescribe any specific development, any future project involving a septic system must adhere to local environmental health standards. As a result, no significant impacts from sewage disposal are anticipated.

The General Plan Update will not, in and of itself, result in impacts to soil resources or from earthquakes, landslides, or other seismic events, so any impacts are less than significant. At such time that a development proposal is considered, that project will be subject to adopted development guidelines/standards and any impacts identified with the development project will be addressed through mitigation measures specific to the impact."

### III. GREENHOUSE GAS EMISSIONS

|                                                                                                                                  | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?      |                                |                                       |                              | X         |
| b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases? |                                |                                       |                              | X         |

#### Discussion

GHG emissions produced by the residential sector are the result of natural gas and other fossil fuel consumption used for heating and cooking applications. Electricity usage by buildings results in GHG emissions that occur at the power plants and transmission lines used to provide that energy, which may or may not be located within the City limits. All residential development in the city of Susanville must comply with the standards in Title 20, Energy Building Regulation, and Title 24, Energy Conservation Standards of the California Code of Regulations, including CALGreen, to reduce GHG emissions in new construction.

The General Plan Land Use Element does not identify any additional sites for residential development or changing density standards. Development of more than one unit could occur throughout the City on existing lots due to the enactment of SB 91, but due to site restrictions and other local considerations, the City anticipates a limited number of new housing units in future developments. Similarly, the General Plan contains policies and programs intended to further the goals of reducing GHG emissions resulting from new development.

The General Plan Update will not, in and of itself, result in impacts to greenhouse gas emissions, climate change impacts, or any applicable plan, policy, or regulation reducing those impacts. At such time that a development proposal is considered, that project will be subject to adopted development guidelines/standards and any impacts identified with the development project will be addressed through mitigation measures specific to the impact.

## K. HAZARDS AND HAZARDOUS MATERIALS

|                                                                                                                                                                                                                                                                  | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?                                                                                                                          |                                |                                       |                              | X         |
| b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?                                                                  |                                |                                       |                              | X         |
| c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?                                                                                                  |                                |                                       |                              | X         |
| d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?                                   |                                |                                       |                              | X         |
| e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area? |                                |                                       |                              | X         |
| f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?                                                                                                      |                                |                                       |                              | X         |
| g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?                                                                                                                                        |                                |                                       |                              | X         |



|                                                                                                                                                                                                                      |  |  |  |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|---|
| h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands? |  |  |  | X |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|---|

Discussion

The Land Use Element of the General Plan identifies sites designated for residential development. The Land Use Element does not identify any additional sites for residential development or changing density standards. Development of more than one unit could occur throughout the city on existing lots due to the enactment of SB 9, but due to site restrictions and other local considerations, the City anticipates a limited number of new housing units in future developments, consistent with the build-out analysis.

None of the Planning Area is known to contain contaminants and/or hazardous waste. The project is not located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and would not create a significant hazard to the public or the environment (Envirostar-California Department of Toxic and Substance Control).

Although the City of Susanville is not located within the boundaries of an airport land use plan, it is in proximity to the Susanville Airport located just outside the city limits. The General Plan has accounted for this by adhering to federal and state regulations and guidelines associated with airports, ensuring minimal impact from hazardous materials and aviation-related activities.

The General Plan will not, in and of itself, result in impacts from hazardous materials, airports, toxic emissions, wildfires, and other emergencies. At the time of development, all existing roads will be required to remain open during the construction period, ensuring that there will be no interference with an emergency response plan or emergency evacuation plan.

To maintain a high level of fire safety, the City strictly enforces a weed abatement ordinance. Additionally, the future development of various sites throughout the city will address and mitigate existing open fields which pose a potential fire hazard during the warmer months. At such time that a development proposal is considered, that project will be subject to adopted development guidelines/standards, and any impacts identified with the development project will be addressed through mitigation measures specific to the impact.



## C. HYDROLOGY AND WATER QUALITY

|                                                                                                                                                                                                                                                                                                                                                                                               | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Violate any water quality standards or waste discharge requirements?                                                                                                                                                                                                                                                                                                                       |                                |                                       |                              | X         |
| b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)? |                                |                                       |                              | X         |
| c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?                                                                                                                                                            |                                |                                       |                              | X         |
| d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?                                                                                                                     |                                |                                       |                              | X         |
| e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?                                                                                                                                                                                                         |                                |                                       |                              | X         |
| f) Otherwise substantially degrade water quality?                                                                                                                                                                                                                                                                                                                                             |                                |                                       |                              | X         |
| g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?                                                                                                                                                                                                                          |                                |                                       |                              | X         |

|                                                                                                                                                                    |  |  |  |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|---|
| h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?                                                                |  |  |  | X |
| i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam? |  |  |  | X |
| j) Inundation by seiche, tsunami, or mudflow?                                                                                                                      |  |  |  | X |

## Discussion

The water system within the Susanville is a public system owned by the City of Susanville. Susanville's water supply sources have been consistently found to be of excellent quality and without record of contamination. Local soil properties and the City's water treatment practices ensure that any potential contaminants are effectively managed. Furthermore, septic systems and leach fields within the city's bounds are known to be reliable and generally pose no threat to the community's water system. As such, the likelihood of groundwater contamination within Susanville is minimal. Based on the availability and quality of groundwater for municipal use, the capacity to serve the community now and into the future is deemed sufficient.

The City regulates many aspects of construction and development through requirements and ordinances established in the Susanville City Code. Implementation of the General Plan will not increase impacts on water resources. Growth is largely determined by the availability of existing vacant sites. As with many cities, Susanville might see additional housing units constructed on available vacant sites. The Residential zone in the city permits one single-family structure per lot. Development of more than one unit could occur on available vacant sites due to the passing of SB 9, but there are natural and environmental constraints to development. Any new developments will need to adhere to specific construction standards to mitigate potential environmental risks. The City anticipates a limited number of new housing units in future developments.

Adequate public services and facilities are available for all vacant land within the City of Susanville. As with any development, the City will comply with local and county environmental and safety guidelines to ensure the health and safety of its residents. Flooding potential exists in certain areas of Susanville, and any development in these areas would need to take this into account.

The General Plan Update will not, in and of itself, result in impacts to drainage, runoff, erosion, flooding, or natural disasters. All future development will require a project-specific environmental evaluation to ensure potential impacts are managed appropriately. While potential impacts to hydrology and water quality are location-specific and cannot be fully assessed until the location of a project site is known, standard practices are in place to manage and mitigate these impacts. Future development will inevitably result in the addition of new impervious surfaces, but this is a normal consequence of development. When a development proposal is considered in the future, it will be subject to adopted development guidelines/standards, and any impacts identified will be addressed with appropriate mitigation measures.

## I. LAND USE AND PLANNING

|                                                                                                                                                                                                                                                                                                             | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Physically divide an established community?                                                                                                                                                                                                                                                              |                                |                                       |                              | X         |
| b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect? |                                |                                       |                              | X         |
| c) Conflict with any applicable habitat conservation plan or natural community conservation plan?                                                                                                                                                                                                           |                                |                                       |                              | X         |

### Discussion

The General Plan for Susanville will not, in and of itself, physically divide a community or conflict with any land use or habitat conservation plans. All future development within Susanville will require a project-specific environmental evaluation to ensure that the implementation of that specific project does not conflict with any applicable habitat conservation plans or natural communities' conservation plans, and to determine that any potential impacts are less than significant. When a development proposal is considered in the future, it will be subject to Susanville's adopted development guidelines/standards, and any impacts identified will be addressed with appropriate mitigation measures specific to the impact.



## II. NOISE

|                                                                                                                                                                                                                                                                     | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?                                                                                 |                                |                                       |                              | X         |
| b) Exposure of persons to or generation of excessive ground borne vibration or ground borne noise levels?                                                                                                                                                           |                                |                                       |                              | X         |
| c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?                                                                                                                                      |                                |                                       |                              | X         |
| d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?                                                                                                                          |                                |                                       |                              | X         |
| e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels? |                                |                                       |                              | X         |
| f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?                                                                                                      |                                |                                       |                              | X         |

### Discussion

In general, the City of Susanville enjoys a relatively quiet environment, with only a few dominant noise sources present within or around the city. While the city does experience a steady flow of traffic, the noise from this traffic tends to be most noticeable during daytime hours. Major thoroughfares such as Main Street/State Route 36, Ash Street, and Skyline Road do not register noise levels that exceed residential noise standards during peak hours. At present, there are no immediate plans in place for noise mitigation specifically targeting these corridors.

As roadways are improved in the future, the city, Caltrans, and Lassen County will undertake a comprehensive noise analysis in accordance with applicable federal and state regulations. This analysis would involve detailed noise monitoring, modeling, and impact assessments. The results



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would inform the design of targeted noise mitigation strategies, such as the potential installation of sound barriers or implementation of traffic-calming measures, as part of the overall environmental evaluation.

Rail lines in Susanville currently do not impact the well-being of residents in terms of noise levels. Should there be a future increase in train frequencies, the City will consider implementing noise mitigation or reduction measures at that time.

While Susanville is not in the immediate vicinity of a major airport, it does have a city airport. The operations of this airport do not significantly contribute to the city's noise profile. Importantly, Susanville does not fall within the influence zone of any major airport. Looking forward, the General Plan Update will not introduce any major noise-related impacts. Every future development in Susanville will undergo a specific environmental assessment to gauge and manage potential noise impacts. Any future development proposals will align with Susanville's established development guidelines, and any identified impacts of future projects will be analyzed through CEQA guidelines and the appropriate mitigations or project modifications will be addressed at that time.

### III. POPULATION AND HOUSING

|                                                                                                                                                                                                           | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)? |                                |                                       |                              | X         |
| b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?                                                                                     |                                |                                       |                              | X         |
| c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?                                                                                               |                                |                                       |                              | X         |

#### Discussion

Significant population growth in Susanville is not anticipated over the next 20 years. The city's growth potential is influenced by the availability of existing vacant sites across various zones, including Residential, Commercial, and Industrial. While the Residential zone traditionally allows for one single-family structure per lot, legislative changes such as SB 9 have opened the possibility for increased housing density. Similarly, economic development initiatives and land-use policies are continually evolving to encourage multi-use and commercial developments. These collective efforts aim to create a balanced, sustainable, and economically vibrant community. Yet, certain environmental constraints, like floodplain locations and the requisite lot area for septic systems, pose challenges to such developments. Consequently, any constructions on these residential lots will necessitate specific measures, such as elevating buildings above the base flood elevation.

Susanville's General Plan Update is designed to address multiple facets of urban development, including residential housing, economic development, and transportation. While specific allocations for new residential units remain in line with the needs of various income groups, the update also emphasizes circulation and multi-modal transportation options. It aims to enhance the efficiency of existing transportation networks, prioritize sustainable travel modes like walking and biking, and integrate these into land-use planning.

The development standards in Susanville encompass residential zoning and balanced commercial and industrial zones that complement the existing built environment. Through this approach, the General Plan Update ensures not only housing adequacy but also economic vibrancy and transportation efficiency.

The General Plan Update introduces programs and policies that promote a range of land uses, including but not limited to housing conservation, potential annexation, economic development, and circulation. The update to the General Plan does not, by itself, introduce significant population, housing, or



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transportation impacts. All future developments will undergo specific environmental assessments, and any identified impacts will be managed through appropriate mitigation measures. Proposed developments will align with Susanville's broader planning goals, ensuring that they meet both current and future needs efficiently.

#### IV. PUBLIC SERVICES

|                                                                                                                                                                                                                                                                                                                                                                                                                             | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services: |                                |                                       |                              | X         |
| Fire protection?                                                                                                                                                                                                                                                                                                                                                                                                            |                                |                                       |                              | X         |
| Police protection?                                                                                                                                                                                                                                                                                                                                                                                                          |                                |                                       |                              | X         |
| Schools?                                                                                                                                                                                                                                                                                                                                                                                                                    |                                |                                       |                              | X         |
| Parks?                                                                                                                                                                                                                                                                                                                                                                                                                      |                                |                                       |                              | X         |
| Other public facilities?                                                                                                                                                                                                                                                                                                                                                                                                    |                                |                                       |                              | X         |

#### Discussion

The City of Susanville contracts with Lassen County for police and fire service. Adequate levels of police and fire protection service will be maintained as the city continues to develop over the current and future planning periods. The projected housing production in Susanville is not expected to strain the delivery of these essential services to its residents. By continuously overseeing new developments, any required improvements to maintain service levels can be promptly identified and implemented. As such, police and fire protection do not present limitations to the city's growth.

Susanville is served by the Susanville School District, with several educational facilities catering to the needs of its residents. Currently, there are various educational institutions within the city that cater to different age groups and educational needs.

The General Plan Update for Susanville will not, by itself, affect the provision of public services, which includes fire and police protection, schools, and parks. Future developments in the city will be subject to impact fees designed to offset potential burdens on public services. These fees also ensure that developments meet fire-flow requirements and provide suitable access for fire and police vehicles. Every future development in Susanville will undergo a specific environmental assessment to ensure potential impacts are managed appropriately. Whenever a development proposal arises, it will adhere to Susanville's established development guidelines, and any identified impacts will be addressed with



tailored mitigation measures.

## V. RECREATION

|                                                                                                                                                                                                                | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated? |                                |                                       |                              | X         |
| b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?                        |                                |                                       |                              | X         |

### Discussion

The City of Susanville is a hub for various parks and recreational facilities, designated as Parks and Open Space. Memorial Park, nestled in the heart of the city, serves as a focal point for community events and boasts playground equipment, picnic spots, and a skate park. Riverside Park, perched alongside the Susan River, provides a peaceful setting complete with walking trails, picnic areas, and fishing opportunities. Susanville Ranch Park, positioned on the city's outskirts, is celebrated for its extensive trail system, accommodating hikers, mountain bikers, and equestrian enthusiasts. Among the prominent trails in Susanville is the Biz Johnson Trail, a popular path for hiking, walking, horse riding, and mountain biking, offering splendid views of the region's natural beauty. Additionally, the Susanville Disc Golf Course stands as a favorite destination for both locals and visitors, presenting a challenging course enveloped by Susanville's picturesque landscape.

Implementing the proposed General Plan update for Susanville will not directly impact any existing recreational facilities. The plan neither predicts a surge in the usage of these facilities nor foresees the construction or expansion of additional ones. Every prospective development in Susanville will undergo a thorough environmental evaluation to ascertain minimal impacts. Developers will be mandated to contribute impact fees, crafted to counterbalance potential burdens on public services. Whenever a development proposal is presented, it will align with Susanville's established development guidelines, ensuring any identified impacts are adeptly managed through tailored mitigation measures.

## VI. TRANSPORTATION/TRAFFIC

|                                                                                                                                                                                                                                                                                                                                                                                                                               | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit? |                                |                                       |                              | X         |
| b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?                                                                                                                                                                |                                |                                       |                              | X         |
| c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?                                                                                                                                                                                                                                                               |                                |                                       |                              | X         |
| d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?                                                                                                                                                                                                                                                                        |                                |                                       |                              | X         |
| e) Result in inadequate emergency access?                                                                                                                                                                                                                                                                                                                                                                                     |                                |                                       |                              | X         |
| f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?                                                                                                                                                                                                                                        |                                |                                       |                              | X         |



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## Discussion

Susanville's General Plan offers a comprehensive framework that addresses various aspects of urban development. While it neither identifies new sites for residential, commercial, or industrial development within current city limits, nor alters existing density standards, it includes important additional dimensions. These encompass improvements in multi-modal transportation networks, circulation efficiency, and land-use policies that emphasize walking and biking infrastructure. The plan maintains the existing road functional classification within the city, aligning it with both present and future transportation needs.

The General Plan also contemplates the potential for annexing land to the east of the existing city limit. Should this annexation occur, a CEQA assessment will be undertaken to rigorously evaluate potential land-use impacts, including considerations related to transportation, housing, and the natural environment. This will ensure alignment with the city's broader planning objectives while providing appropriate environmental mitigation.

A noteworthy addition to the General Plan Circulation Element is the incorporation of SB 743, which took effect on July 1, 2020. SB 743 was enacted to shift the focus of transportation impact analysis from Level of Service (LOS) to Vehicle Miles Traveled (VMT) in the California Environmental Quality Act (CEQA) reviews. The primary intent behind SB 743 is to reduce greenhouse gas emissions, encourage the development of a multimodal transportation network, and streamline the approval process for infill and transit-oriented developments. By focusing on VMT, the goal is to promote more sustainable land use patterns and transportation solutions that minimize environmental impacts.

The General Plan, by its nature, will not directly affect the circulation system, congestion management, air traffic, or the safety of design features. It also aligns with various policies, plans, and programs related to transportation. Every future development in Susanville will require a detailed environmental evaluation to ascertain that potential impacts remain minimal.

Impacts related to transportation and traffic are highly dependent on the specific location. Factors like traffic congestion and associated impacts are determined based on the intensity of development at a particular site. When a development proposal comes forward, it will adhere to Susanville's established development guidelines. Any identified impacts from the project will be mitigated based on the specific situation. For each project, a new traffic analysis will be conducted, recommending mitigation measures to ensure impacts remain below significant levels.

Additional details of no impact findings are as follows:

Consistency with Transportation Plans: The General Plan Update is consistent with the Lassen County Regional Transportation Plan and the goals set by the City of Susanville. The Update aligns with the objective of shifting travel modes to more sustainable options.

Traffic Flow and Congestion: There are no proposed development and land use changes under the General Plan Update and no anticipated creation of significant impacts on traffic congestion or reduction of the levels of service below the established thresholds.

Promotion of Sustainable Modes: The Update introduces enhanced provisions for pedestrian and bicycle infrastructure, ensuring safer and more efficient travel routes. Such provisions are anticipated to promote a shift towards walking and biking, leading to healthier lifestyle choices and reduced





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vehicular traffic.

Safety: The proposed infrastructure and design standards integrated within the General Plan Update prioritize the safety of pedestrians and cyclists. No negative impacts on transportation safety are anticipated.

Public Transit: While the focus is on promoting walking and biking, the Susanville General Plan Update also considers connectivity with public transit, ensuring that the transportation network remains cohesive and comprehensive.

Upon comprehensive evaluation and assessment conducted in accordance with CEQA guidelines, it is determined that the General Plan Update poses no significant adverse impacts on the transportation and traffic elements within the City of Susanville and its potential annexed areas. The Update not only aligns with the broader objectives of the city and county but also supports a noteworthy shift towards more sustainable, non-motorized modes of transport, such as walking and biking. These measures are expected to contribute positively to community well-being, overall public health, and a reduction in VMT. For any future developments and any potential annexation of land situated to the east of the existing city limits, a detailed CEQA assessment will be rigorously conducted to scrutinize, evaluate, and if necessary, mitigate impacts related to transportation, housing, and the natural environment. As such, a Negative Declaration for this section is found to be warranted.

## VII. TRIBAL CULTURAL RESOURCES

|                                                                                                                                                                                                                                                                                                                                                                                                                          | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| Cause a substantial adverse change in the significance of a tribal cultural resource, defined in public Resources Code section 21074 as either a site, feature place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is:                                                 |                                |                                       |                              |           |
| a) Listed or eligible for listing in the California Register of the Historical Resources, or in a local register of historical resources as defined Public Resources Code section 5020.1(k), or                                                                                                                                                                                                                          |                                |                                       |                              | X         |
| b) A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1. In applying the criteria set forth in subdivision (c) of Public Resources Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American Tribe. |                                |                                       |                              | X         |

### Discussion

In accordance with AB 52 (specifically PRC 21080.3.1), Native American consultation is required upon request by a California Native American tribe that has previously requested that the City provide it with notice of such projects. Pursuant to provisions of AB 52, the City of Susanville contacted all tribes referenced from the Native American Heritage Commission Tribe list for Susanville to see if any were interested in consultation regarding this project. Among the vital communities in Susanville is the Susanville Indian Rancheria. Their tribal reservation abuts the northern city limits, and their presence and input in the community are indispensable. The tribe holds sacred lands that have immense cultural and historical significance. Furthermore, the tribe operates a casino that attracts numerous tourists to the area, further emphasizing their importance to the local economy and culture.

Chapter 532, Statutes of 2014 (i.e., AB 52), requires Lead Agencies to evaluate a project's potential to impact "tribal cultural resources." Such resources include "sites, features, places, cultural landscapes, sacred places, and objects with cultural value to a California Native American Tribe that are eligible for



inclusion in the California Register of Historical Resources or included in a local register of historical resources.” AB 52 also gives Lead Agencies the discretion to determine, supported by substantial evidence, whether a resource qualifies as a “tribal cultural resource.”

The General Plan Update consists of a long-term policy program for the community’s future development. The General Plan Update will not, in and of itself, result in impacts to tribal resources. All future projects will require project-specific environmental evaluation in order to determine that any potential impacts are less than significant.

## VIII. UTILITIES AND SERVICE SYSTEMS

|                                                                                                                                                                                                                                 | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?                                                                                                                             |                                |                                       |                              | X         |
| b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?                          |                                |                                       |                              | X         |
| c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?                                   |                                |                                       |                              | X         |
| d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?                                                                          |                                |                                       |                              | X         |
| e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the projects projected demand in addition to the providers existing commitments? |                                |                                       |                              | X         |
| f) Be served by a landfill with sufficient permitted capacity to accommodate the projects solid waste disposal needs?                                                                                                           |                                |                                       |                              | X         |
| g) Comply with federal, state, and local statutes and regulations related to solid waste?                                                                                                                                       |                                |                                       |                              | X         |

### Discussion

The General Plan Update consists of a long-term policy program for the community's future development. Currently, all vacant land within the city limits of Susanville, designated for residential, commercial, and industrial uses, is situated near essential infrastructure systems such as streets, water, gas, and electrical distribution networks. This existing infrastructure also supports an efficient circulation system for all road users. Given this robust infrastructure framework, there are no significant constraints to the development of housing, commercial spaces, or industrial zones within the current city limits. Additionally, the infrastructure is adequately designed to serve potential buildout scenarios



specified in the General Plan Update, including anticipated improvements in multi-modal transportation and municipal infrastructure.

The Lassen County Solid Waste Management Agency provides solid waste management oversight, and solid waste reduction and recycling program services for the city of Susanville and the surrounding unincorporated areas of Lassen County. They own a recycling facility and landfill in the county. The landfill license with the state has the capacity to meet the demands of the city and the surrounding region. It has adequate solid waste capacity to meet demand for all future development projects in Susanville.

The General Plan Update will not, in and of itself, impact public utilities service for communication, water, sewer, solid waste disposal, and storm drainage. All future development will require project-specific environmental evaluation to determine that any potential impacts are less than significant. At such time that a development proposal is considered that project will be subject to adopted development guidelines and standards and any impacts identified with the development project will be addressed through mitigation measures specific to the impact.

## IX. MANDATORY FINDINGS OF SIGNIFICANCE

|                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Potentially Significant Impact | Less Than Significant with Mitigation | Less Than Significant Impact | No Impact |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|------------------------------|-----------|
| a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory? |                                |                                       |                              | X         |
| b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?                                                                                                           |                                |                                       |                              | X         |
| c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?                                                                                                                                                                                                                                                                                                              |                                |                                       |                              | X         |

### Discussion

Implementation of the Susanville General Plan will not create any significant or adverse impacts. Potential site-specific impacts that cannot be known at this time will be addressed in conjunction with any development proposal submitted for the individual project sites in Susanville. No new impacts are anticipated as a result of the Susanville General Plan Update.





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## 4. References

California Air Resources Board (CARB), Air Quality Standards and Area Designations (2018).

California Department of Conservation, Fault Activity Map of California (2010).

California Department of Conservation, Mine Reclamation AB 3098 List (2022). California Department of Finance, Population and Housing Estimates (2022).

California Department of Fish and Wildlife (CDFW), California State Wildlife Action Plan. (2015).

California Environmental Protection Agency (CalEPA), Cortese List Data Resources (2022).

California Transportation Commission, 2021 Regional Transportation Plan Guidelines for Regional Transportation Planning Agencies (2021).

California Data Exchange Center, Department of Water Resources (2021-2022).

Lassen County Department of Agriculture/Weights & Measures.

Lassen County Department of Agriculture/Weights & Measures.

City of Susanville General Plan (2023).

Lassen County, County of Lassen Website (2023).

Lassen County Transportation Commission, Lassen County RTP.



State of California – Natural Resources Agency  
DEPARTMENT OF FISH AND WILDLIFE  
Northern Region  
601 Locust Street  
Redding, CA 96001  
[www.wildlife.ca.gov](http://www.wildlife.ca.gov)

**GAVIN NEWSOM, Governor**  
**CHARLTON H. BONHAM, Director**



January 17, 2024

Kelly Mumper  
City Planner  
City of Susanville  
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[kmumper@cityofsusanville.org](mailto:kmumper@cityofsusanville.org)

**SUBJECT: CITY OF SUSANVILLE GENERAL PLAN LAND USE ELEMENT AND  
CIRCULATION ELEMENT UPDATE, STATE CLEARINGHOUSE NUMBER  
2023120232, LASSEN COUNTY**

Dear Kelly Mumper,

The California Department of Fish and Wildlife (CDFW) has reviewed the City of Susanville's (City) Draft Initial Study and Negative Declaration (ISND), for the above-referenced project (Project). CDFW appreciates this opportunity to comment on the Project, pursuant to the California Environmental Quality Act (CEQA) Guidelines.

### **CDFW's Role**

CDFW is California's Trustee Agency for fish and wildlife resources and holds those resources in trust by statute for all the people of the State (Fish and G. Code, §§ 711.7, subd. (a) & 1802; Public Resources Code, § 21070; CEQA Guidelines § 15386, subd. (a)). CDFW, in its Trustee Agency capacity, has jurisdiction over the conservation, protection, and management of fish, wildlife, native plants, and habitat necessary for biologically sustainable populations of those species (Id., § 1802). Similarly, for purposes of CEQA, CDFW is charged by law to provide, as available, biological expertise during public agency environmental review efforts, focusing specifically on projects and related activities that have the potential to adversely affect fish and wildlife resources.

CDFW is also submitting comments as a Responsible Agency under CEQA (Public Resources Code, § 21069; CEQA Guidelines, § 15381). CDFW expects that it may need to exercise regulatory authority as provided by the Fish and Game Code. Likewise, to the extent implementation of the Project as proposed may result in "take", as defined by state law, of any species

*Conserving California's Wildlife Since 1870*



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January 17, 2024  
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protected under the California Endangered Species Act (CESA) (Fish and G. Code, § 2050 et seq.), or state listed rare plant pursuant to the Native Plant Protection Act (NPPA; Fish and G. Code § 1900 et seq.) authorization as provided by the applicable Fish and Game Code will be required.

### **Project Description**

The Project, as described in the ISND, is as follows:

*"The Susanville General Plan details the community's long-term vision and policy framework enabling the city to develop according to its stated goals. This plan identifies the way the city is intending to grow, where it should (and should not) develop, requirements for improvements to public infrastructure, and provisions needed to protect and strengthen the unique community character that has defined Susanville since its inception.*

*The adoption of the Updated General Plan Land Use and Circulation Elements requires that the Susanville City Council approve and adopt the Initial Study/Negative Declaration through a public hearing with proper notification. The Susanville General Plan is intended to establish the policy framework for future growth and redevelopment of the City over the next 20 years. The plan's focus is on preserving the rural agriculture character of the community. The preservation of the open space within and surrounding the city is of significant concern to the community.*

*The proposed project consists of an update to the City of Susanville General Plan. The project includes updates to the Land use and Circulation elements. Both the Safety and Housing Elements were updated and approved separately. They have been incorporated into this General Plan update for the purpose of maintaining consistency."*

### **Comments and Recommendations**

CDFW provides the following comments to further assist the Lead Agency in adequately identifying, avoiding and/or minimizing potentially significant impacts to biological resources.

The update to the Land Use Element and Circulation Element of the City's General Plan will not, in and of itself, result in impacts to biological resources however, such updates include the facilitation of future land modification, maintenance activities, and development. CDFW supports the development and implementation of avoidance, minimization, and mitigation measures to address future impacts to biological resources, as the ISND describes in Section 4, Biological Resources.

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Section 4 of the ISND does not identify the numerous special status species that have the potential to occur in the Project area. Susanville is in a region that features diverse ecosystems including coniferous forests, wetlands, geothermal features, volcanic landscapes, saline lakes, and high desert habitats. Susanville is situated within the confluence of the Sierra Nevada, Cascade Range, and the Great Basin, which influences the area's mosaic of habitats and abundant biodiversity. Such ecological diversity supports various state special status species adapted to these unique environments including, but not limited to, golden eagle (*Aquila chrysaetos*, State Fully Protected), scalloped moonwort (*Botrychium crenulatum*, California Rare Plant Rank 2B.2), greater sandhill crane (*Grus canadensis tabida*, State Threatened) and sub-herds of the Doyle migratory mule deer herd.

### **Reduction of Human and Wildlife Conflict**

CDFW supports the intent of the City's Land Use Element in preserving the rural agriculture character of the community and the preservation of the open space within and surrounding the City. Agricultural lands and open space areas provide valuable habitat and migration corridors for wildlife species. Maintaining and establishing these open space areas within, and adjacent to, urban centers such as Susanville, results in humans living with wild animals as our neighbors. As our human population expands into wildlife habitat, human-wildlife interactions have increased. Conflict between humans and wildlife is a growing concern in developing areas, especially where the conflict results in livestock losses and property damage, the spread of wildlife diseases, and animal welfare issues and/or mortality of native wildlife including mountain lion, black bear, and mule deer. For more information about preventing potential conflict for a variety of wildlife species, please visit [Human-Wildlife Conflict](#).

As the City considers the development of policies and ordinances to support the vision of the General Plan and its associated elements, CDFW suggests the City consider the following recommendations to reduce occurrences of human and wildlife conflict:

#### Wildlife Friendly Fencing

CDFW understands fences are essential for controlling livestock and trespassing however, inappropriately designed or installed fencing may create serious hazards and/or barriers for wildlife. Therefore, CDFW strongly encourages the City to consider a policy that includes perimeter fencing, and residential fencing to be constructed with wildlife friendly fencing techniques, to reduce the potential of injury or death and provide safe connections and corridors between the habitats that wildlife species use during daily and annual movements. Please consult [A Landowner's Guide to Wildlife Friendly Fences](#):

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[How to Build Fence with Wildlife in Mind](#) for construction recommendations and use of wildlife friendly fencing. CDFW staff are also available to assist in providing further recommendations for effective wildlife friendly fencing techniques and the locations where they should be used.

#### Watering and Feeding Ungulates

California is home to many native ungulate species, including elk, mule deer, and pronghorn. They may be found in diverse habitats throughout the state that may include remote, rural, and residential areas. These animals may live in resident or migratory herds.

Watering and feeding ungulates can have negative consequences for both the species population and the surrounding ecosystem. Providing food may lead to habituated animals, dependency on human-provided food sources, overcrowding, and has been known to lead to disease transmission among herds. CDFW recommends the City develop local policies and enforceable codes aimed at preventing watering and feeding of ungulates and allowing for the construction of deer exclusion fencing in appropriate locations as part of an updated General Plan. CDFW staff are available to assist the City in installing exclusionary fencing where it would be most effective. For more information, please visit [Human-Wildlife Conflicts: Ungulates](#).

#### Human-Wildlife Conflict with Black Bears

Black bears provide many ecosystem benefits by serving as seed dispersers, scavengers, and predators. They are omnivores and will consume nearly anything, including seeds, plants, berries, other animals, pet food, human food, and trash. Improperly stored garbage, bird feeders, fruit trees and accessible pet food can attract bears which is likely to result in bears becoming habituated to and losing their fear of humans. This change in bear behavior can lead to an increase in bear encounters, property damage, loss of small livestock or pets. CDFW recommends the City develop policies and enforceable codes aimed at preventing bear and human conflict as part of current or future General Plan updates. For more information about preventing potential conflicts with black bears, please visit [Human-Wildlife Conflicts: Black Bears](#).

#### **Development and Conservation**

LUD-1.9 of the Land Use Element mentions maintaining and designating an adequate amount of open space and recreational land uses to meet the needs of residents and visitors. CDFW encourages the preservation of open space and natural areas within City limits. CDFW recommends the Lead Agency consider regional and state-wide natural resource conservation

Kelly Mumper, City Planner  
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strategies outlined in the following reports: [Safeguarding California Plan](#); [California State Wildlife Action Plan: A Conservation Legacy for Californians](#); and [California 2030 Natural and Working Lands Climate Change Implementation Plan](#). CDFW staff are available to assist the City in identifying appropriate conservation strategies that support the implementation of General Plan policies and those that may result in improved conservation outcomes for fish and wildlife species.

### **Future CEQA Consultation**

CDFW would like to emphasize that our staff are available for consultation at every stage of the project development process. CDFW strongly encourages the Lead Agency to consult with CDFW before and during the development of future projects and those equivalent CEQA documents, specifically regarding the analyses of biological resources and the formulation of avoidance, minimization, and mitigation measures for such resources. Engaging with CDFW early-on plays a critical role in allowing our agency to fulfill our mandate to conserve California's valuable fish and wildlife resources and will simultaneously aid the Lead Agency in an efficient and comprehensive CEQA review.

### **Conclusion**

CDFW appreciates the opportunity to comment on the Project to assist the Lead Agency in adequately analyzing and minimizing impacts to biological resources and looks forward to reviewing the future City of Susanville General Plan update. If you have any questions regarding the information above, or for future CEQA consultation requests, please contact Erika Iacona, Senior Environmental Scientist, by email at [R1CEQARedding@wildlife.ca.gov](mailto:R1CEQARedding@wildlife.ca.gov).

Sincerely,

DocuSigned by:  
  
1D82ADE7303A474...

Tina Bartlett, Regional Manager  
Northern Region

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# 4 Circulation

*The Circulation Element provides a management and improvement framework for the City of Susanville's transportation related infrastructure over the course of the next 20 years. The strategies included in this element aim to improve the community's quality of life and economic vitality as well as accommodate new growth. Through promoting a safe and efficient transportation network, the city's destinations and opportunities will be accessible by automobile, transit, walking, and cycling.*

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# Introduction

## Purpose of the Element

This circulation element focuses on the intersection between land use and the circulation of people, goods, information, resources, and utilities within and surrounding the City of Susanville. This element is based on underlying goals to address the community's needs and desires regarding the safety and efficiency of the City's transportation system. Goals and policies reflect the needs of all including children, persons with disabilities, seniors, and other disadvantaged communities. Circulation networks should be connected, accessible, and complete to allow better access to jobs, resources, and opportunities within the region. Accessibility to the transportation system is a priority, as well as creating sustainable systems that support statewide GHG reduction targets.

As a practical matter, this circulation element will reflect relevant plans adopted by the City of Susanville. The adopted Lassen County Regional Transportation Plan (2017) is reflected to ensure access to transportation funds. Funding for transportation projects is affected by the greenhouse gas reduction impetus set forth in Assembly Bill 32 (AB 32) and Senate Bill 375 (SB 375) which uses Vehicle Miles Traveled (VMT) as its evaluating metric. Incorporating VMT in this element and future plans will help gain funding for projects in Susanville.

## Requirements of the Circulation Element

In consistency with Government Code Section 65302 (b), the circulation element includes the location and extent of public utilities and facilities, military airports, and ports, existing and proposed major roadways, and existing and proposed terminals. It is intended to be a strategy for addressing the circulation and organization of people, goods, energy, water, sewage, storm drainage, and communications. Its provisions should support the goals, objectives, policies, and proposals of the land use element and connect directly to other elements.

Further requirements of the government code state that revisions after January 1, 2011 must plan for a "balanced, multimodal transportation network that the needs of all users of streets, roads, and highways for safe and convenient travel in a manner suitable to the rural, suburban, or urban context of the general plan."

## Lassen County Transportation Commission (LCTC)

The Lassen County Transportation Commission (LCTC) is Lassen County's governing Regional Transportation Planning Agency (RTPA). All transportation plans, funding, and development that determine the circulation within the City of Susanville are monitored by the agency. As an agency, LCTC manages funding for transportation projects and prepares plans to build new transportation infrastructure.

## Community Involvement

To ensure that the circulation of people and goods positively affects the community, the City of Susanville shall engage with school boards, non-profit organizations, goods distributors, and other key community stakeholders while developing the land use element, the circulation element, and other relevant plans.

## Consistency with the General Plan

The City of Susanville General Plan was last completed and adopted in 1991 and has been amended from time to time. This General Plan Update will remain consistent with the broader goals set forth in the 1991 General Plan while incorporating new State and Federal requirements, programs, as well as needs of the community. Outdated information will be removed and replaced with relevant projects, ideas, and goals.

## Organization of the Circulation Element

This circulation element is organized into five sections to discuss the following components of the circulation system.

- Section One - Introduction:
- Section Two - Roadway Network
- Section Three – Multi-Modal Transportation
- Section Four – Public Transportation
- Section Five – Tribal Transportation
- Section Six – Goods Movement
- Section Seven – Utilities
- Section Eight – Airports

# Roadway Network

The roadway network is defined by the connection of streets, roads, and highways that allow Susanville's residents and visitors to move about safely and efficiently. The following network analysis and recommendations overview the functional classification system, mode split, circulation and travel patterns, and existing and projected vehicle miles travelled (VMT) metrics. This circulation element specifically considers the connection between mode choice and vehicle miles traveled (VMT) to support a more connected and equitable city for the future. According to the 2019 California Public Roads database, Susanville has a total of 43.48 miles of maintained urbanized roadway within the city limits and 42,670 daily vehicle miles of travel (DVMT).

## Functional Classifications

The Functional Classification system is used to determine the role of each street or highway in effectively directing traffic through urban or rural environments. There are four main functional classification categories: Highways/State Routes, Arterials, Collectors, and Local Roads. Arterials are designed to move through traffic quickly over long distances with limited access. Local roads or streets, on the other hand, allow for slower traffic speeds and provide access to adjacent properties. Below lists an overview of functional classification type and notable roadways within the City of Susanville. A full depiction of roadways under all functional classifications within the city is shown in Figure C-1.

### Arterials

Arterials are divided into two categories: principal and minor. Principal arterials carry large volumes of traffic through states and to major destinations such as work sites or commercial centers. They usually have four traffic lanes, left-turn lanes at most intersections, and are separated by a median or continuous left-turn lane. Minor arterials provide interstate and inter-county service to cities and towns with populations of less than 25,000, and attractions that draw travel over long distances. They may only have two traffic lanes and generally provide left-turn lanes at major intersections. A minimum right-of-way width of 100 to 150 feet is desirable for an arterial, although wider rights-of-way are needed for arterials with more than four lanes. Principal arterials in the City of Susanville include:

- **State Route (SR) 36/Main Street:** SR 36 is the only road in Susanville that has a principal arterial functional classification and acts as the city's Main Street. It is the primary thoroughfare through its downtown area running east-west. SR 36 connects Susanville with Interstate 5 and California's Central Valley to the West. To the south, SR 36 merges into US 395 south toward Reno, Nevada.
- **State Route (SR) 139:** SR 139 begins at the intersection of Ash Street and Main Street and continues as SR 139 through the intersection of Skyline Road which has a minor arterial functional classification. This road is the north-south highway that connects the City of Susanville to the City of Alturas and other rural communities to the north.

There are numerous other city streets in Susanville that have minor arterial functional classifications including:

- **Richmond Road:** Richmond Road runs through the city's southwest side and provides access to residential areas and the city's airport.

- **Riverside Drive:** Riverside Drive runs parallel to the Susan River and provides access to the city's east side.
- **Skyline Road:** Skyline Road runs along the western edge of the city and provides access to residential areas and the Susanville Ranch Park.
- **Alexander Avenue:** Alexander Avenue runs north south and connects residential neighborhoods on Modoc Street with the Main Street corridor.

## Collectors

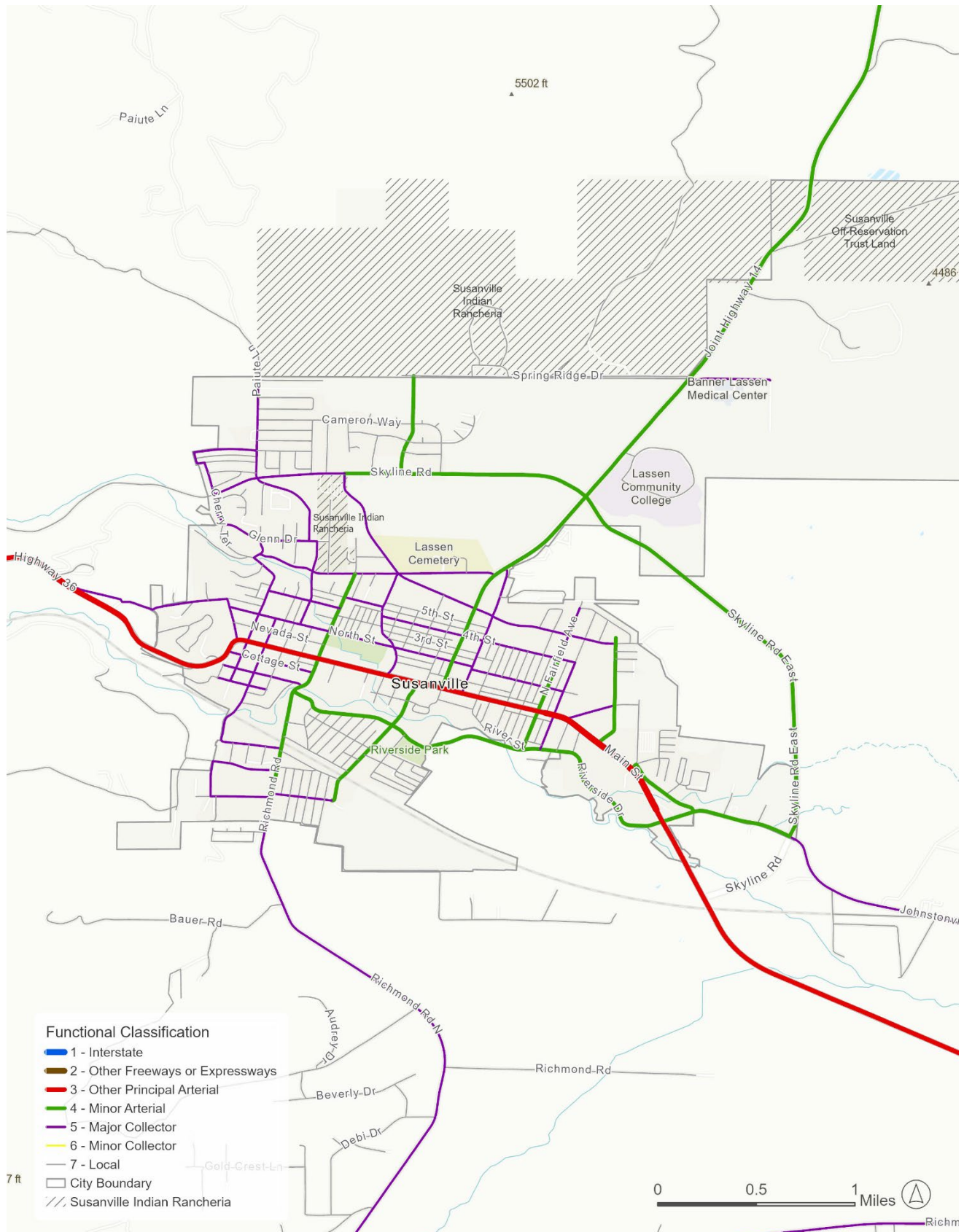
Collectors serve Lassen County and regional travel with shorter distances than arterials and have two categories: major and minor. Major collectors serve county seats or communities not served by an arterial road and other important traffic generators in the County. Minor collectors are spaced at intervals consistent with population density, collect traffic from local roads, and provide access to all developed areas within a reasonable distance of a higher classified road. A minimum right-of-way width of 80 to 100 feet is desirable for a collector. Notable streets designated with a major collector functional classification are as follows:

- **Paul Bunyan Road:** Paul Bunyan Road connects the city to neighborhoods, schools and the Diamond Mountain Casino and Hotel on the north side of Susanville.
- **Johnstonville Road:** Johnstonville Road connects the city to the unincorporated community of Johnstonville to the south of Susanville.
- **Grand Avenue:** Grand Avenue connects the Main Street corridor with Paul Bunyan Road to the north.
- **Chestnut Street:** Chestnut Street runs east west, north of uptown Susanville. and connects SR 139 to the east with residential neighborhoods to the west.
- **North Street:** North Street runs east-west, one block north and parallel to Main Street.

## Local Roads

Local roads comprise much of the road network within the City of Susanville, and carry low volume, low-speed traffic and provide access to individual parcels of property. They are mainly used in residential areas and may also serve scattered business and industrial sites that generate modest traffic. A minimum right-of-way of 60 to 80 feet is desirable for a local road.

**Figure C-1 Roadway Network**



## Mode Priorities

Table C-1 shows mode priority by functional classification type. This table should be used as a framework for future planning and design to ensure and account for the safety and experience of all road users in and through the City.

**Table C-1 Mode Priorities by Type**

| Road/Street Type                 | Transit                  | Bicycles                 | Pedestrians              | Trucks   | Automobiles              |
|----------------------------------|--------------------------|--------------------------|--------------------------|----------|--------------------------|
| Freeways and Multi-lane Highways | <input type="checkbox"/> | <b>X</b>                 | <b>X</b>                 | ■        | ■                        |
| Two-lane Highways                | <input type="checkbox"/> | <input type="checkbox"/> | ○                        | ■        | ■                        |
| Arterials                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ○        | <input type="checkbox"/> |
| Collectors                       | ○                        | <input type="checkbox"/> | <input type="checkbox"/> | ○        | <input type="checkbox"/> |
| Local Roads                      | ○                        | <input type="checkbox"/> | <input type="checkbox"/> | <b>X</b> | <input type="checkbox"/> |

|                          |   |                                                     |
|--------------------------|---|-----------------------------------------------------|
| ■                        | = | Mode Prioritized                                    |
| <input type="checkbox"/> | = | Allowed (in most cases)                             |
| ○                        | = | Allowed (under special circumstances on some roads) |
| <b>X</b>                 | = | Not Allowed                                         |

## Functional Classification Update Procedures

The Federal Highway Administration (FHWA) Functional Classification of roadways in the United States defines the role of each road in serving the travel needs of the public and is used as an indicator of roadway design, such as roadway speed, capacity, and relationship to existing and future land development and is used in determining eligibility for funding under the FHWA Federal-aid program.

As the City of Susanville desires to update the functional classification of a road within the City due to population change or the changing mobility needs of the community, certain considerations must be made for Caltrans and the FHWA to accept the City's proposed changes. The following table shows the recommended FHWA Guidelines for the distribution percentage of each classification compared to the total roadway network:

| Functional Classification | Share of Total VMT (percent of acceptable range) | Share of Miles of Total Roadway (percent of acceptable range) |
|---------------------------|--------------------------------------------------|---------------------------------------------------------------|
| <b>Principal Arterial</b> | 40 – 60 percent                                  | 5 – 10 percent                                                |
| <b>Minor Arterial</b>     | 65 – 80 percent                                  | 15 – 25 percent                                               |
| <b>Collector</b>          | 5 – 10 percent                                   | 5 – 10 percent                                                |
| <b>Local Road</b>         | 10 – 30 percent                                  | 65 – 80 percent                                               |

Additionally, Caltrans and the FHWA stress the importance of continuity and partnering with neighboring municipalities, Counties, and districts to ensure the functional classification is consistent across jurisdictional boundaries. The continuity of the functional classification system hierarchy must be prioritized as well. Local roads must lead to collectors, collectors must lead to minor arterials, and minor arterials must lead to major arterials. Essentially, each road segment should terminate at a road segment of the same or higher functional classification. The FHWA Guidelines are written with lots of “Gray Area,” giving local jurisdictions flexibility to account for the different population characteristics of different states.

The following procedures must be followed when the City determines it necessary to update the functional classification of a given roadway within the City:

The Susanville Planning Department must submit a package which includes a marked-up official California Road System (CRS) map showing desired changes by marking the map with desired functional classification changes, a functional classification change request form in Microsoft Excel format, and a Susanville City Council resolution approving the requested changes. If the change request matches the functional classifications listed in this Circulation Element, the resolution that approved this General Plan and Circulation Element can be used for submittal. However, if the change request does not match this Circulation Element, a new City Council resolution must be submitted. Finally, a concurrence letter from the Lassen County Transportation Commission must be included in the package. Example resolution, change request form, and concurrence letters to use as templates are available through Caltrans’ functional classification website.

## Circulation Framework

### Transportation and Land Use

This Circulation Element acknowledges that transportation and land use planning require integrative planning efforts to have mutually beneficial outcomes. The integration of transportation and land use planning allows Susanville to accommodate future roadway capacity demands in conjunction with future planned development. Additionally, under the guidance of this comprehensive Circulation Element, Susanville can improve accessibility to multimodal infrastructure, giving the city opportunity to reduce negative air quality impacts and greenhouse gas emissions created by automobile usage.

### Complete Streets

Susanville’s Circulation Element addresses the California State requirement of planning for “Complete streets.” The California Complete Streets Act of 2008 “requires all cities and counties to include complete streets policies as part of any substantial revisions to the circulation element of their general plan.” According to the Complete Streets Act, “cities must plan for multimodal transportation networks in their general plans that meets the needs of all users of streets, roads, and highways for safe and convenient travel in rural, suburban, and urban contexts.” Susanville’s SR36 Complete Street and Safe Mobility Report 2020 outlines a comprehensive plan for the design and implementation of a complete street project along Susanville’s Main Street. This circulation element incorporates the plan from the Susanville Complete Street and Safe Mobility Report to create equitable and actionable programs, policies, and designs for a sustainable future.



## **Sustainable Communities**

The Susanville Circulation Element addresses the Sustainable Communities and Climate Protection Act 2008 by recommending investments in expanded transit networks and service frequency. Additionally, the Lassen County Active Transportation Plan 2022 outlines improvements in multimodal infrastructure and active transportation options with the goal of creating healthy communities and reducing greenhouse gas emissions to meet the aggressive GHG reduction emission targets statewide.

## **Lassen County Active Transportation Plan**

The 2022 Lassen County Active Transportation Plan (ATP) establishes the long-term vision for improving multimodal facilities throughout Lassen County and within Susanville city limits through policy, program, and project recommendations. While the Lassen County ATP is a countywide plan, there is a heavy focus on Susanville as it is the only major city in Lassen County. The ATP is a planning effort with the goal of enhancing walking, biking, and multimodal mobility throughout Lassen County and identifies and prioritizes active transportation infrastructure improvements.

## **Existing Travel Patterns**

### **Travel Patterns**

The daily travel within Susanville and Lassen County consists of commuters, goods movement, recreation, and tourism. The Lassen County daily commute pattern consists mostly of automobile traffic from more rural areas and towns into the City of Susanville. According to the Lassen County Transportation Development Plan 2021 (LCDTP 2021) online survey, 79% of respondents stated that Susanville was their main work destination; other work destinations included, Johnstonville, Reno, and Beiber. Peak travel at or near capacity for roads and transit are relatively short in the morning and evening commute times. Commutes within Susanville to work are an average of 18.3 minutes according to 2017-2021 US Census Data. Regarding doctor or medical appointments, Susanville is the most common destination in the region, with 49% of respondents traveling to Susanville for medical services. Another destination for medical services was Reno, Nevada at 39%. Other medical services destinations included Redding and Chico. Recreational travel patterns are normally spread out throughout the day and do not adversely affect street or transit capacity. According to the LCDTP 2021, Susanville is the most frequent school destination with 75% of respondents traveling to Susanville, 10% traveling to Janesville, and 5% traveling to Johnstonville. For recreational travel, the respondents stated Susanville at a rate of 35% and Reno at 23% as the major recreational travel destinations.

### **Mode Share of All Trips**

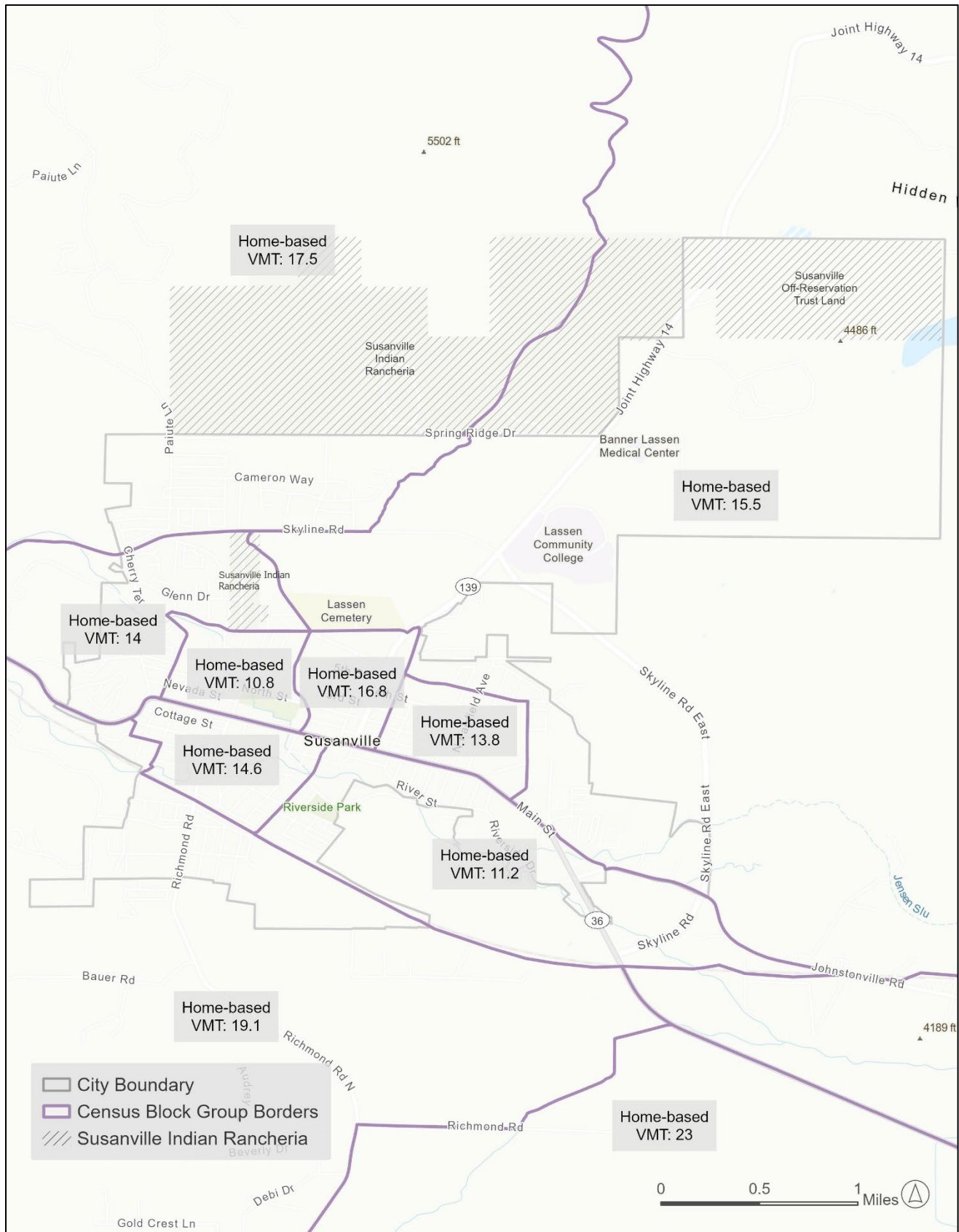
Due to the rural setting of Susanville and the greater Lassen County, automobile use is the primary mode of transportation. According to the 2021 ACS 5-Year estimates, 92% of workers 16 years or older travel to work in a car, truck, or van; 80% of the workers drove alone and 11.2% carpoolled. An estimate of 0.7% of workers used public transportation, 4.1% walked, and 0.5% rode a bicycle. Susanville is currently an automobile dominated city but with the implementation and guidance from this circulation element and past plans, Susanville can move forward with effective transit programs and improved multimodal infrastructure.

## Current and Future VMT

Vehicle miles traveled (VMT) is a crucial measurement used to assess the impact of transportation on the environment, public health, and safety. Baseline VMT is the current level of VMT in a given area, while projected VMT is the estimated future level of VMT based on expected population and economic growth. Senate Bill 743 (SB 743) is a California state law that requires transportation impact analysis to shift from using Level of Service (LOS) to VMT as the primary metric for assessing the transportation impacts of new development projects. SB 743 aims to encourage more sustainable transportation choices, promote infill development, and streamline the environmental review process by considering the effects of new developments using VMT. By using VMT as the primary metric, municipalities can focus on reducing vehicle travel and increasing transportation options to help mitigate environmental impacts and promote sustainable land use patterns. Baseline and projected VMT are used to evaluate the adequacy of Susanville's transportation system and identify potential improvements to support a sustainable and equitable transportation system for the city. This includes identifying areas that require transportation infrastructure improvements, as well as promoting active transportation modes like walking, biking, and public transit to reduce intra-city VMT and improve air quality.

Current home-based residential VMT per resident per day is shown by census block group in Figure C-2. The areas of Susanville that are more suitable for walking and biking such as historic uptown, have the lowest per capita per day VMT, 10.8 and 11.2 respectively. Other outlying areas of the city have a bit higher VMT with 17.5 and 23 VMT per capita per day. Additionally, Table C-2 shows five years of historical VMT metrics from the California Public Roads database indicating an average of 85.35 historical VMT per capita in the city at a flat growth rate. Per capita data is derived from the years 2015-2019. VMT metrics dipped significantly down to 50.78 in 2020 due to the COVID-19 pandemic. This is expected to return to pre-pandemic levels as national trends have shown driving habits are returning to pre-pandemic levels in other rural regions. The flat growth rate in VMT per capita does not warrant adjustment to roadway capacity considerations. Rather, there is potential for complete streets design re-configurations along the SR 36 Main Street corridor when considering the current availability of right-of-way widths, average daily traffic, and community desire for a more walkable community. Complete streets elements should be added to Main Street including new public spaces and improved pedestrian and bicycle facilities, as proposed in Lassen County Transportation Commission's SR 36 Complete Street and Safe Mobility Report from 2020.

Figure C-2 Vehicle Miles Traveled per Block Group



**Table C-2      Historic VMT Trends**

| Year        | Lassen County Daily VMT (1,000s) | Susanville Daily VMT (1,000s) |
|-------------|----------------------------------|-------------------------------|
| <b>2020</b> | 1092.35                          | 50.78                         |
| <b>2019</b> | 1507.00                          | 85.24                         |
| <b>2018</b> | 1329.95                          | 85.5                          |
| <b>2017</b> | 1297.24                          | 85.5                          |
| <b>2016</b> | 1331.36                          | 84.73                         |
| <b>2015</b> | 1322.37                          | 85.79                         |

Source: California Public Road Database - Highway Performance Monitoring System (HPMS) Data, <https://dot.ca.gov/programs/research-innovation-system-information/highway-performance-monitoring-system>

## Planned Improvements

The previous 1990-2010 Susanville General Plan, the 2017 Lassen County Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), and the State Transportation Improvement Program (STIP) have recommended, planned and/or, programmed transportation infrastructure improvements outlined below.

### Roadway Projects

**North Spring Street Overlay.** This project is programmed for \$78,000 and will overlay North Spring Street from Fourth Street to Paul Bunyan Road. Construction by 2027.

**North Street Culvert and Bridge Widening.** This project is programmed for \$852,000 and will widen the bridge and replace the culvert over Paiute Creek on North Street. Construction by 2027.

**Chestnut Street Overlay.** This project is programmed for \$66,300 and will overlay Chestnut Street from west of Parkdale Ave to west of North Weatherlow Street. Construction by 2027.

**Court Street Overlay 1.** This project is programmed for \$22,100 and will overlay Court Street from Miller Road to South Pine Street. Construction by 2027.

**North Mesa Street Overlay.** This project is programmed for \$97,500 and will overlay North Mesa Street from Main Street to Second Street. Construction by 2027.

**North Roop Street Overlay.** This project is programmed for \$53,300 and will overlay North Roop Street from Glenn Drive to Cherry Terrace. Construction by 2027.

**Campbell Road Overlay.** This project is programmed for \$98,800 and will overlay Campbell Road to North Weatherlow Street. Construction by 2027.

**Court Street Overlay 2.** This project is programmed for \$62,400 and will overlay Court Street from east of South Roop Street to South Lassen Street. Construction by 2027.

### 3. CIRCULATION

**Maidu Lane Overlay.** This project is programmed for \$91,000 and will overlay Maidu Lane. Construction by 2027.

**Mill Street Overlay.** This project is programmed for \$189,000 and will overlay Mill Street from South Pine Street to Carroll Street. Construction by 2027.

**North Weatherlow Street Overlay.** This project is programmed for \$118,300 and will overlay North Weatherlow Street from Chestnut Street to the north terminus of North Weatherlow Street. Construction by 2027.

**Orchard Street Overlay.** This project is programmed for \$62,400 and will overlay Orchard Street from Richmond Road to South Railroad Avenue. Construction by 2027.

**Paiute Lane Overlay.** This project is programmed for \$137,800 and will overlay Paiute Lane from Calvary Baptist Church to Glenn Drive. Construction by 2027.

**Parkdale Avenue Bridge Widening and Culvert Replacement.** This project is programmed for \$664,300 and will widen the bridge and install a new culvert at Paiute Creek. Construction by 2027.

**Plumas Street Overlay.** This project is programmed for \$11,700 and will overlay Plumas Street from Main Street to the Riverside Drive Extension. Construction by 2027.

**Riverside Drive Overlay.** This project is programmed for \$443,300 and will overlay Riverside Drive west of Alexander Avenue to Richmond Road. Construction by 2027.

**South Gay Street Overlay.** This project is programmed for \$72,800 and will overlay South Gay Street from Main Street to Cottage Street. Construction by 2027.

**Spring Ridge Road East and Intersection Improvements.** This project is programmed for \$1,111,500 to construct Spring Ridge Road East from Spring Ridge Road to Skyline Road East with additional intersection improvements at SR 139. Construction by 2027.

**Alexander Court Overlay.** This project is programmed for \$14,300 and will overlay Alexander Court from Cornell Street to end of Alexander Court. Construction by 2027.

**Johnsonville Road Overlay.** This project is programmed for \$482,300 and will overlay Johnsonville Road Overlay from Riverside Drive to the Susanville city limits. Construction by 2027.

**North Fairfield Avenue Overlay.** This project is programmed for \$72,800 and will overlay North Fairfield Avenue from Fourth Street to Paul Bunyan Road. Construction by 2027.

**South Street Construction.** This project is programmed for \$523,900 and will construct the City of Susanville's portion of South Street. Construction by 2027.

**Wildwood Way Overlay.** This project is programmed for \$7,800 and will overlay Wildwood Way from Cherry Terrace to west end of Wildwood Way. Construction by 2027.

**Hall Street Overlay.** This project is programmed for \$50,700 and will overlay Hall Street from North Street to Fourth Street. Construction by 2027.

**Miller Road Overlay.** This project is programmed for \$15,600 and will overlay Miller Road from Court Street to the end of the Miller Road right-of-way. Construction by 2027.

**Install Sidewalks along Modoc Street.** This project is programmed for \$325,000 and will install a new sidewalk along Modoc Street from the Susanville city limits to Main Street (SR 36). Construction by 2027.

**Richmond Road Rehabilitation.** This project shares funding with the Paul Bunyan and Spring Ridge Road Rehabilitation projects and has a combined programmed amount of \$2,777,000 for the three projects. This project will rehabilitate the roadway, construct drainage improvements, repair base isolation and construct pedestrian facilities on Richmond Road from Main Street south to the city limits.

**Paul Bunyan Rehabilitation.** This project shares funding with the Richmond Road and Spring Ridge Road Rehabilitation projects and has a combined programmed amount of \$2,777,000 for the three projects. This project will rehabilitate the roadway, construct drainage improvements, repair base isolation and construct pedestrian facilities on Paul Bunyan Road from SR 139 to Skyline Road.

**Spring Ridge Road Rehabilitation.** This project shares funding with the Richmond Road and Paul Bunyan Road Rehabilitation projects and has a combined programmed amount of \$2,777,000 for the three projects. This project will rehabilitate the roadway, construct drainage improvements, repair base isolation and construct pedestrian facilities on Spring Ridge Road from SR 139 east to Dave Anderson Road.

## Complete Streets Implementation

The State Route 36 Complete Streets and Safe Mobility Plan outlines seven priority projects to implement “complete streets” improvements in the city, described below:

**Uptown Gateway & Urban Greening Project.** This project focuses on revitalization of the Uptown by constructing a gateway feature and installing landscaping and irrigation. The project will improve aesthetics and enhance safety for pedestrians. These features have been shown to provide traffic calming as vehicle speeds tend to reduce when the surrounding environment has been developed to a pedestrian scale. This project is well-suited for an Urban Greening Grant funded through the California Natural Resources Agency.

**Uptown Complete Street Lane Reallocation Project.** This project would implement State Route 36 Complete Streets and Safe Mobility Plan’s Lane reallocation improvements proposed in the Uptown District. Reducing the number of travel lanes from four to two will create room for left-turn lanes which currently do not exist. Reducing the number of lanes also reduces the number of conflict points between vehicles and pedestrians, enhancing safety for all users.

**High School Crossing Safety Improvement Project.** This project focuses on enhancing pedestrian safety in front of the high school. The existing pedestrian crossing would be improved to include bulb-outs to reduce the length of the crossing. The bulb-outs also provide the opportunity to organize the strip of parallel parking along the high school frontage and facilitate pick-up and drop-off movements during peak traffic periods.

**Midtown Pedestrian Safety Improvements & Sidewalk Rehabilitation.** This project focuses on enhancing pedestrian safety in Midtown. The plan conducted pedestrian counts that show high pedestrian volumes at McDow Street. RRFB's and pedestrian refuge islands are recommended to enhance the uncontrolled crossings in this segment. Lane and shoulder widths would be reduced to accommodate the pedestrian refuges.

**Midtown Pedestrian Enhancements and Rehabilitation.** This project focuses on pedestrian streetscape enhancements. These improvements would include landscaping, irrigation, and enhanced paving at street corners.

**Sidewalk Repair.** This project focuses on enhancing mobility by repairing sidewalks and improving them to current ADA standards. Susanville receives an annual contribution of \$16,000 from the state for sidewalk repairs.

## Goal CIR-1

The City of Susanville shall work with Lassen County and the Lassen County Transportation Commission (LCTC) to develop and maintain a comprehensive, efficient, and safe transportation system to serve the needs of City residents and to stimulate Susanville's economic progress. *[Source: 2017 Lassen County Regional Transportation Plan, Goal 1]*

## Policies

- CIR-1.1: Pursuit of Funding.** The City of Susanville shall pursue all possible state, federal, and local funding to address high priority (i.e., public health and safety) road and bridge maintenance needs. Support state-only funds for maintaining roads. State-only funding can be used on local streets and roads that are not eligible for federal funds. Local streets and roads have the greatest maintenance deficiencies in the city and should be prioritized. *[Source: 2017 Lassen County Regional Transportation Plan, Policy 1.4]*
- CIR-1.2: Leveraging Funds.** Encourage leveraging funds by coordination of multi-jurisdictional agency cooperation/considerations for partnership projects. *[Source: 2017 Lassen County Regional Transportation Plan, Policy 1.7]*
- CIR-1.3: Partnerships.** The City of Susanville shall work cooperatively with Caltrans, Susanville Indian Rancheria, Lassen County, and the Lassen County Transportation Commission (LCTC) in the preparation of the City's General Plan update processes. *[Source: 2017 Lassen County Regional Transportation Plan, Policy 1.8]*
- CIR-1.4: Safety.** Safety shall be a priority when planning and designing transportation infrastructure improvements in the City of Susanville. All improvements should include industry accepted safety measures for intersections and roadways. *[Source: New Policy]*
- CIR-1.5: Context Sensitivity.** Transportation improvements in the City of Susanville shall respect the historic and cultural sensitivity of the City and surrounding region. *[Source: New Policy]*
- CIR-1.6: Functional Classification Determination.** Classify existing city roadways using the functional classifications set forth in this document. Figure C-1 of this document should be used to identify service classifications for existing roads. *[Source: 2017 Lassen County Regional Transportation Plan, Policy 1.1]*
- CIR-1.7: Functional Classification Updating.** Periodically update the functional classification system to account for advances in methodologies used to determine roadway carrying capacities. Use methods approved by the LCTC, Caltrans, Lassen County, and the City of Susanville that provide adequate methods to determine the carrying capacity of roadways. County roads, city streets, and tribal road classifications should be reviewed and updated annually. *[Source: 2017 Lassen County Regional Transportation Plan, Policy 1.2]*

- CIR-1.8: Functional Classification Design Standards.** Require that the functional classification system developed and maintained for the City helps determine design standards for new roadway placement and assessment of existing roadways as future development occurs. Review new roadway plans and determine the functional classification based on connectivity to local and regional facilities. Ensure the design meets the intended use of the new roadway. The City may update the functional classifications of City roadways as needed using the Caltrans functional classification update procedures. *[Source: 2017 Lassen County Regional Transportation Plan, Policy 1.3]*
- CIR-1.9: Year-round maintenance.** Maintain as many City roads for year-round travel as financially feasible. *[Source: 2017 Lassen County Regional Transportation Plan, Policy 1.5]*
- CIR-1.10: Vehicle Miles Travelled (VMT).** The City of Susanville shall use VMT rather than Level of Service (LOS) as the SB 375 required metric to measure transportation impacts on the environment for CEQA and other environmental factors and determinations. *[Source: New Policy]*
- CIR-1.11: Complete Streets.** Create transportation enhancements in the city that prioritize "complete streets" designs, allowing for easy and safe access for all users, particularly those who prefer or rely on walking, cycling, and transit. *[Source: New Policy]*
- CIR-1.12: Intelligent Transportation Systems.** The City of Susanville shall support the use of Intelligent Transportation System (ITS) technology on state highways and major roads to improve traveler safety, traffic flow, and road and traffic conditions. *[Source: 2017 Lassen County Regional Transportation Plan, Policy 1.14]*
- CIR-1.13: Emergency Access.** Ensure all new residential developments within the City of Susanville provide secondary ingress and egress points for wildfire evacuation purposes. *[Source: New Policy]*
- CIR-1.14: SR 36 Expressway.** Continue to encourage and support the improvement of SR 36 from Susanville to Johnstonville as a four-lane expressway. *[Source: 2017 Lassen County Regional Transportation Plan, Policy 1.11 & Policy 1.1,]*
- CIR-1.15: Cameron/Cherry Terrace Artery Access – New Connection to Numa Street.** Continue to encourage and support the construction of a new road connection on an existing established City right-of-way extending north from Weatherlow Street, across Campbell Street, across Paul Bunyan Road connecting to Numa Street. *[New Policy]*
- CIR-1.16: Install Roundabout at the Five-way Intersection of Paul Bunyan Road, Chestnut Street, and Grand Ave.** Actively pursue funding for and encourage and support the construction of a new roundabout at the five-way intersection of Paul Bunyan Road, Chestnut Street, and Grand Ave. *[New Policy]*



# Public Transportation

Due to the rural setting of Susanville, the primary mode of transportation in the region is the automobile. Transit dependent people such as senior citizens, persons with disabilities, children, and persons of restricted means have limited ability to participate in community activities, public health services, and the local economy. Counties and cities surrounding Susanville are destinations for certain services such as non-emergency medical facilities and shopping. Providing means of transportation to public services and educational and employment opportunities for transit dependent riders is crucial as the City of Susanville and surrounding destinations continue to develop.

In 2021, the Lassen County Transit Development Plan was adopted to provide a 5-year plan for the transit system. Recommendations were developed for improvements and service revisions. The 2017 Regional Transportation Plan was developed to guide transportation investments in Lassen County over the short-range (2017-2027) and long range (2028-2037). The goals and policies at the end of this section aim to incorporate the visions from both documents to continue to improve the mode share of transit in the City of Susanville.

## Transit Services

The Lassen Transit Service Agency (LTSA) is the regional institutional organization that provides public transportation services throughout Lassen County. It is a Joint Powers Authority between Lassen County and the City of Susanville. LTSA provides the Lassen Rural Bus System for local and inter-community routes. LTSA also has agreements with Lassen Senior Services and Big Valley 50 Plus to serve senior transportation needs. Additional inter-agency coordination includes agreements with Modoc County for the Sage Stage Service.

### Lassen Rural Bus

The Lassen Rural Bus (LRB) system provides one Susanville City Route and several inter-community routes. Passengers on city routes must wait at designated bus stops or bus shelters for pickups and drop offs. To board, exact fare or a valid pass is required. Fixed LRB Routes operate on a zonal bus rate; all routes within the city of Susanville cost \$1 and routes leaving the city cost an additional \$1 for each 15-mile line crossed until the destination is reached.

As of 2023, 4 main LRB routes serve the City of Susanville. A full depiction of LRB routes within the city is shown in Figure C-3.

- **Susanville City Route:** The Susanville City Route provides service to schools, governmental, residential, and commercial areas within city limits. The route runs Monday through Saturday, except on listed holidays and with a modified schedule on Saturday.
- **Susanville Express Route:** The Susanville Express Route was established in October of 2020 to provide shorter travel times between more common destinations. It is a one-way clockwise loop that follows the same route as the Susanville City Route but serves less destinations.
- **West County Deviated Fixed Route:** The West County Deviated Fixed Route provides round trip service, three times per day on weekdays (and twice on Saturday) between Susanville, Westwood, Lake Almanor, and Chester (Plumas County). Passengers may “flag” the bus anywhere along the route. The West County Extension was started in 2020 as a response to an unmet transit need request. It serves residential

neighborhoods around Richmond Road the Susanville Airport and Johnstonville, Susanville Mobile Home Park and Lassen Community College

- **South County Commuter Route:** The South County Commuter Route provides service between Susanville, Janesville, Milford, Sierra Army Depot (SIAD), and Herlong. The route runs twice a weekday from Monday to Friday, once in the early morning and once in the early evening. This route provides transit commute to as many as over 1,000 people who work at the SIAD. The Commuter Route becomes the South County Deviated Fixed Route on the way back to Susanville providing service to the communities of Doyle, Milford, and Janesville.

Other Routes include the Bizz Johnson Trail Route and the Eagle Lake Demand Response Route. The Bizz Johnson Trail Route begins at the Susanville Historic Railroad Depot and makes 6 stops along the Bizz Johnson Trail. All Buses are equipped with a bicycle rack to hold two bikes. The Eagle Lake Demand Response Route begins to run on the Saturday of Memorial Day weekend and ends on Labor Day weekend (or the final Saturday of September). The route runs from the west side of Eagle Lake and ends in Susanville. Passengers must call by 5pm on the Wednesday prior to the Saturday that they are planning their trip.

## Other Services

### Dial – A-ride

The LRB system provides Dial-a-Ride service as a complement to the Susanville City Route. It provides door to door transportation, within the city limits of Susanville, to patrons that are either 60 years of age or older or disabled. This service does require reservations at least 1 day in advance, in addition to an application that must be obtained and returned for approval by the LRB office.

### Susanville Indian Rancheria Transit Program

This service has been discontinued indefinitely as of July 23, 2020. Prior to its discontinuation, it provided transportation from the tribal community to Red Bluff, Redding, and Reno on Thursdays.

### Lassen Senior Services Transportation Program

This service has been discontinued indefinitely as of November 2023. The Lassen Senior Services Transportation Program provided service to the Lassen Senior Services nutrition sites, located in Susanville, Doyle, and Westwood. Reservations were required 48 hours in advance and warranted a minimum of two registered passengers to operate.

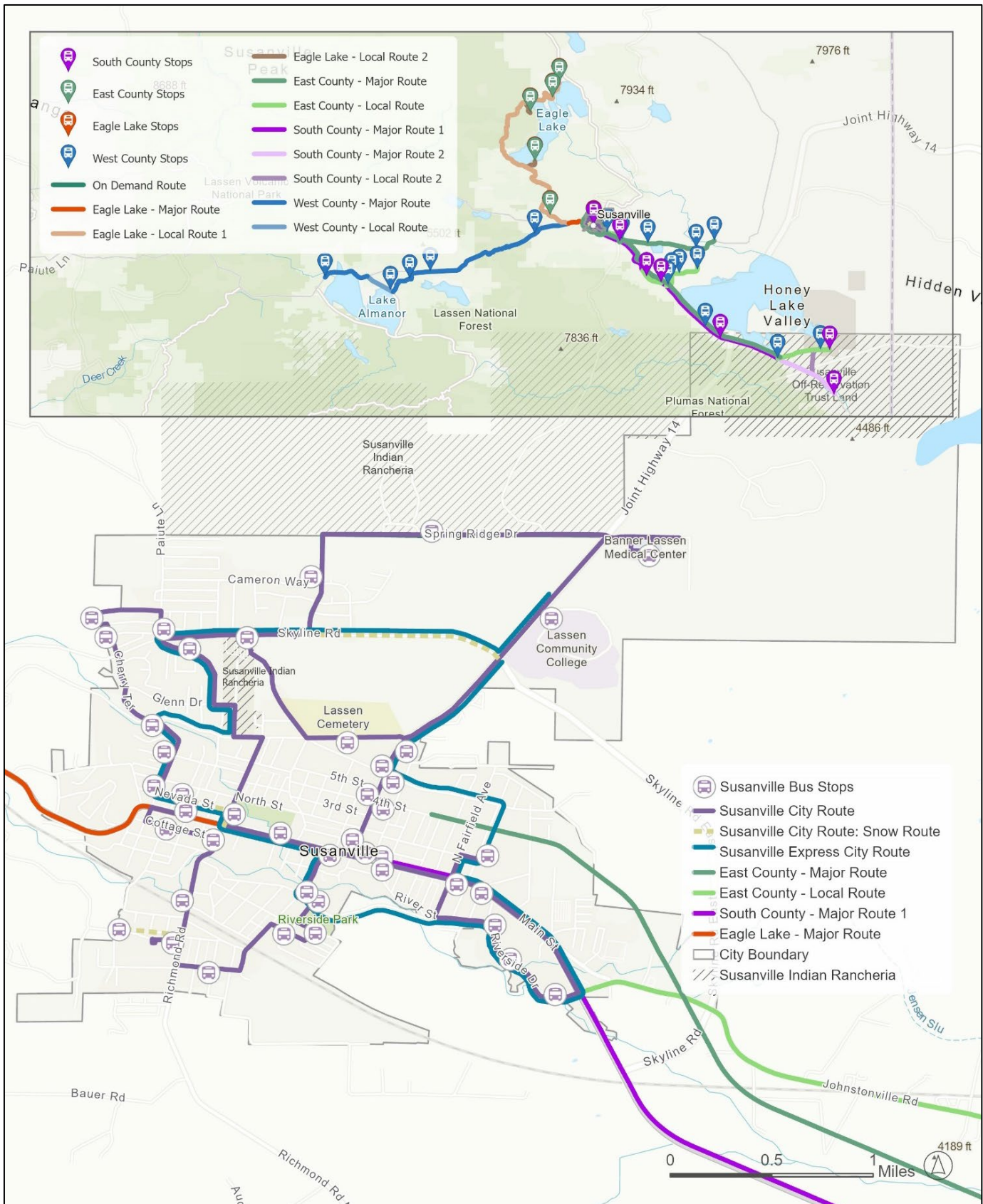
### Sage Stage Service

The Sage Stage Service is operated by the Modoc Transit Agency and connects Modoc County and Lassen County. The Reno Route runs from Alturas to the Reno-Tahoe International Airport three days a week, with a stop in Susanville. LTSA shares the cost of this service with Modoc County.

**Big Valley 50 plus**

The Big Valley 50 Plus (BV50Plus) provides services to people of all ages in Northern Lassen County. Routes to Susanville run on the 4<sup>th</sup> Monday of each month. Reservations for this service are requested at least one business day in advance; if space is available, passengers may walk on at the Susanville Walmart.

**Figure C-3 Public Transit Network**



## Micro-transit

LTSA has tried to employ micro-transit services. A pilot project, “LRB Direct,” was executed with The Routing Company at the beginning of November of 2022 and finished at the end of December of 2022. The program expanded service to an extended Saturday service area and a new weekday service. Although a report has yet to be published at this time, it was noted that there was limited usership during the project period. Exploring more opportunities like “LRB Direct” will enable the City of Susanville to deploy micro-transit services that best enhance the transit experience for its residents.

## Goal CIR-2

LCTC shall work closely with the City of Susanville and transit providers to provide adequate, cost-effective public transit services. *[Source: New Goal]*

## Policies

- CIR-2.1: Pursuit of Funding.** Continue to aggressively pursue federal, state, local, and private contracting funds and grants for additional transit capital and operational expenses. *[Source: Existing General Plan, Goal 4.8-H, modified]*
- CIR-2.2: Transit Oriented Development.** Continue to update the Lassen County Regional Transportation Plan every five years to identify transit needs and opportunities to expand facilities to better serve transit users. *[Source: New Policy]*
- CIR-2.3: Interagency Coordination.** Continue to fund and coordinate with contracted services such Sage Stage. Make special efforts to coordinate with the Susanville Indian Rancheria to serve the needs of tribal residents. *[Source: New Policy]*
- CIR-2.4: Improve Transit Service Facilities.** Advocate for transit service providers to improve or construct new transit service facilities including but not limited to shelter and bench improvements, signage replacements, or improvements to the downtown transit center. *[Source: New Policy]*
- CIR-2.5: Route Revisions.** Continue to revise routes to reduce travel times, establish more frequent service, and serve more transit activity centers. *[Source: New Policy]*
- CIR-2.6: Intercity Service.** Provide sufficient intercity service layovers for all purposes including medical appointments and shopping. *[Source: New Policy]*
- CIR-2.7: Increase Access to Information** Continue to provide and improve access to transit information through marketing strategies such as updating websites, creating brochures, and automated phone services. *[Source: 2017 Lassen County Regional Transportation Plan, Policy 6.4, modified]*

## Goal CIR-3

Explore the utilization of Transportation Demand Management (TDM) strategies to reduce dependence on single occupancy vehicles (SOVs) where feasible. *[Source: 2017 Lassen County Regional Transportation Plan, Goal 6.b, modified]*

### Policies

- CIR-3.1: TDM Measures.** Encourage measures to reduce vehicle-miles travelled (VMT). Examples include transit incentives, park and ride facilities, and telecommuting facilities. *[Source: New Policy]*
- CIR-3.2: Transit Mode Share.** Implement recommendations in regional transit plans to increase the mode share of public transit in the City of Susanville. *[Source: 2017 Lassen County Regional Transportation Plan, Policy 6.2, modified]*
- CIR-3.3: Ride Share Programs.** Encourage the establishment of a formal, city-wide ride-share program. Promote the use of rideshare opportunities through partnerships and media. *[Source: 2017 Lassen County Regional Transportation Plan, Policy 6.4, modified]*

## Goal CIR-4

Explore and encourage alternative forms of more efficiently providing public transportation to the residents or visitors of Susanville. *[Source: New Goal]*

### Policies

- CIR-4.1: Micro-transit.** Provide more coverage to areas without a fixed route service using micro-transit. *[Source: New Policy]*
- CIR-4.2: Transportation Network Companies (TNCs).** Encourage TNCs such as Uber and Lyft, to provide a reliable number of vehicles in the Susanville area. *[Source: New Policy]*

# Multimodal Transportation

A multimodal transportation network is one that accommodates all modes of travel and meets the needs of all transportation system users (e.g., pedestrians, cyclists, transit riders). An increase in mobility options has the potential to provide health benefits to the residents of Susanville while combatting automobile congestion and climate change challenges. The goals and policies outlined in this section aim to support a balanced, multimodal future for the City of Susanville.

## Bicycle Facilities

### Bicycle Circulation

The City of Susanville offers an abundance of recreational opportunities for residents and visitors including hiking, bicycling, fishing, and camping. Susanville is a well visited area in Lassen County due to its community atmosphere and proximity to Lassen National Forest and Volcanic Park, Eagle Lake, and the Nevada/California state line. However, the city itself is lacking safe and connected bicycle and pedestrian infrastructure.

The development of several plans has shown the continuous effort put into correcting the lack of bicycle and pedestrian infrastructure. The following plans each identify and recommend infrastructure projects to improve existing multi-modal facilities and the construction of new facilities:

- Lassen County Bikeway Master Plan (2011)
- Lassen County Regional Transportation Plan (2017)
- Lassen County Active Transportation Plan (2022)

The future development and improvement of non-motorized facilities will provide a safe, connected, and healthy community for residents and visitors.

## Bikeway Classifications

Bikeways classifications provide guidance for the types of facilities that could be implemented to meet cyclists' needs in a particular area. When developed in an interconnected manner, such bikeways can improve safety and access for all users. Below lists an overview of bikeway classification types and notable bikeways within the City of Susanville. A full depiction of existing and proposed bikeways within the city is shown in Figure C-4.

### Class I Bikeways – Bike Paths

A Class I bicycle facility is a paved or unpaved trail utilized for walking and bicycling, with a dedicated right-of-way space. Typically, most Class I facilities offer access to recreational areas and support recreational activities. According to the California Department of Transportation (Caltrans) design standards require a minimum of 4 feet width for single lane and a minimum of 8 feet width for two-way traffic. Additionally, a minimum width of a 2-foot shoulder is required on each side of a path.

- **Bizz Johnson National Recreation Trail:** The City of Susanville is home to the Bizz Johnson National Recreation Trail – Susanville Trailhead, owned and managed by the Lassen National Forest – Eagle Lake and



Bureau of Land Management (BLM). The Susanville trailhead is one of three Bizz Johnson trailheads along the 25.4-mile-long rail trail. The trail is primarily gravel which provides excellent conditions for bicycling, hiking, and horseback riding. In the winter, the trail is primarily used for skiing and snowshoeing. The entirety of the trail is shared with pedestrians and other recreational users.

- **Susan River Trail:** The Susan River Trail is approximately 3 miles of paved trail on the northern bank of the Susan River segment located in the core of the City of Susanville. The entry points are located on Alexander Avenue, South Ash Street, and Riverside Drive. The trail consists of one roadway crossing on Riverside Drive, connecting the west and east trail segments. It is utilized by pedestrians, bicyclists, runners, and hikers.

Additionally, the Susan River Trail provides a non-motorized connection to commercial services, restaurants, Lassen County offices, and a Bureau of Land Management (BLM) office.

- **Skyline Road Path:** While the Skyline Road Path is not an official pathway, it is utilized by pedestrians and bicyclists for recreational use. The path is paved in a dilapidated state and allows access to Skyline Park, a city park that is utilized for hiking and disc golf.

## Class II Bikeways - Bike Lanes

Class II bicycle facilities are commonly known as “Bike Lanes” which share the roadway with motorized vehicles, typically following the same direction as automobile traffic. Class II facilities use striped marking that acts as a buffer from adjacent motorized traffic lanes. To comply with Caltrans’ requirements, a Class II facility should be at a minimum 4 feet wide unless there is adjacent street parking, then the minimum lane width shall be 5 feet. If the Class II facility is present on a roadway with a speed limit of 40 miles per hour or above, the bike lane width should be 6 feet.

- **CA-36 and Skyline Road:** The only designated Class II bike lane in the City of Susanville is located on a small strip of CA-36 and the intersection of Skyline Road. The bike lane is approximately 500 feet long and splits the traffic lane and right-hand turn lane onto Skyline Road. The CA-36 bike lane is disconnected from other bicycle facilities and offers little protection from fast moving vehicles as the Class II Lane is on a heavily trafficked state route that consists of a posted speed limit of 50 miles per hour.

## Class III Bikeways – Bike Routes

Class III bicycle facilities are typically known as “Bike Routes” which are commonly used when bicycle facilities are discontinued from other designated facilities or are along roadways that do not provide any other bicycle facilities. Additionally, Class III facilities share road space with automobiles with no marking or physical barrier. Class III facilities can be distinguished by bike route or shared roadway wayfinding signs along the roadway.

- **Richmond Road:** Richmond Road is a major collector that provides an alternative connection from downtown Susanville to the intersection of CA-36 and US-395. Richmond Road is a two-lane roadway with a posted speed limit range of 25-35 miles per hour. There are currently two “Share the Road” roadway signs, one at the north segment and the south-east segment, indicating that the roadway is a Class III facility.
- **Johnstonville Road:** Johnstonville Road is primarily a major collector that provides an alternative connection from the south-eastern commercial area of Susanville to rural residential areas, commercial



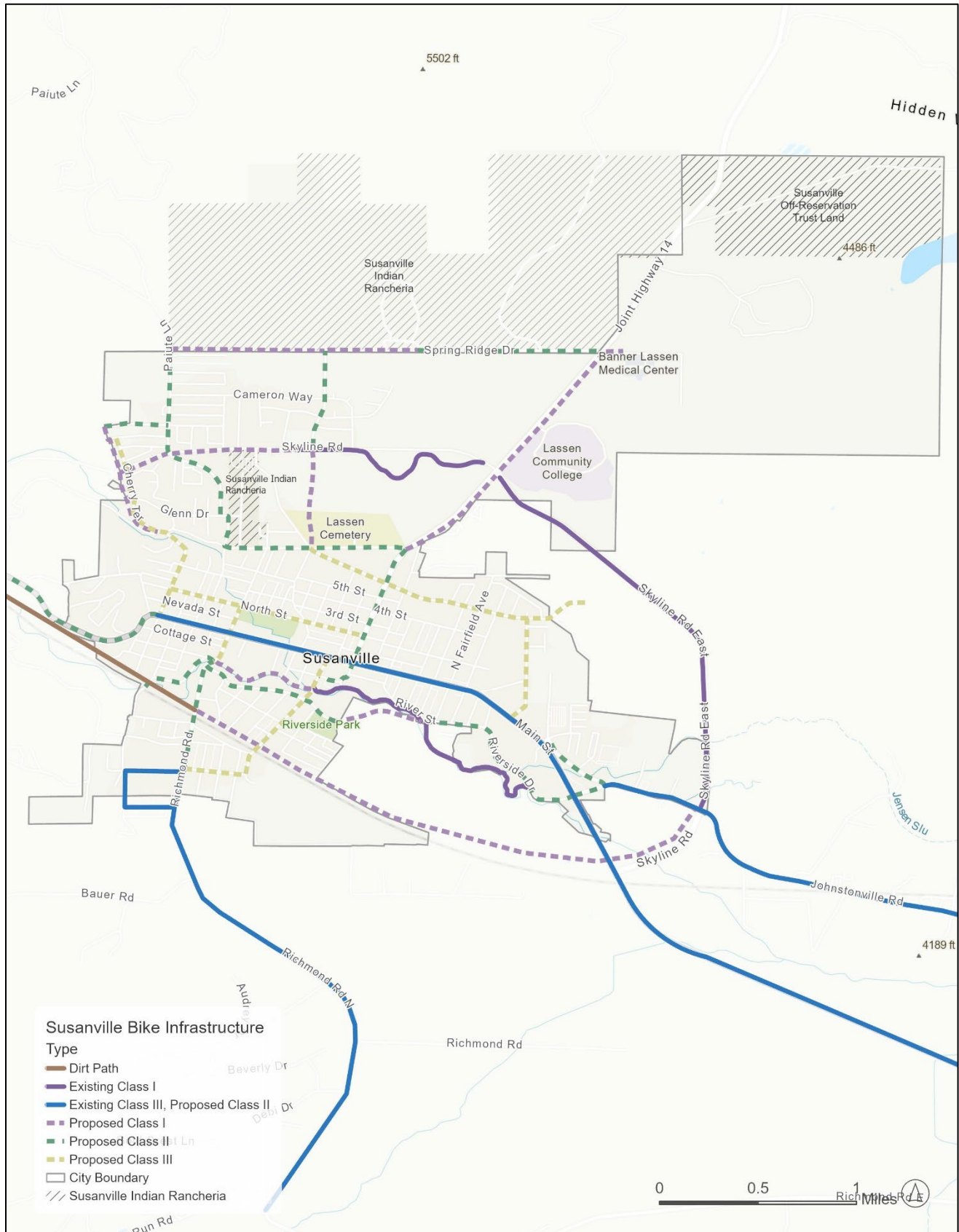
agriculture and to the Susanville Airport. Johnstonville Road is a two-lane roadway with varying posted speed limits from 25 to 45 miles per hour. There are multiple “Share the Road” roadway signs along the approximately four-mile stretch of road.

### **Class IV Bikeways – Separated Bikeways/ Cycle Tracks**

Class IV bikeway facilities are bikeways or cycle tracks that are separated from a roadway with a significant barrier such as on-street parking, paint, or physical roadway separation. Class IV is a more common practice within urban areas and are typically a one-way bicycle lane that follows the same direction of vehicle traffic, but it is not uncommon for two-way Class IV bike facilities to be used.

There are currently no designated Class IV bicycle facilities within the City of Susanville city limits.

**Figure C-4 Bikeway Network**



## **Bicycle Parking and Amenities**

Bicycle parking and other bicycle amenities (e.g., bike racks or lockers) are typically designed and offered at frequently visited places to encourage the use of bicycling. They are critical to promoting and encouraging the use of bicycles as a primary transportation mode. These amenities may reduce the fear of bicycle theft or inconvenience and may entice new riders who might have been deterred from bicycling otherwise. There are few bicycle racks within the city, primarily at select Lassen Rural Bus stops, private businesses, schools, and parks. Additionally, the Lassen Rural Bus fleet vehicles are equipped with bicycle racks which can hold 2 bicycles.

## **Micromobility**

Micromobility is an essential factor in creating and maintaining a safe, connected, and inclusive transportation network. Micromobility is considered any form of transportation device, human or electric, that is concise in size and low speed. Some examples include bicycles, electric and non-electric scooters, or even skateboards. Typically, micromobility options, such as electric scooters, are offered through ride share systems which are increasingly present in major urban areas. A transportation network that supports micromobility is typically a network that offers last-mile connections from other significant transportation areas such as public transit stops without the use of automobiles or ride share vehicles.

## **Pedestrian Facilities**

### **Pedestrian Circulation**

While the City of Susanville offers plenty of recreational trails for walking or hiking, there are a minimal number of comfortable pedestrian facilities for leisure and transportation rather than recreation. Walking can be an ideal form of transportation for short trips such as shopping or services. Providing safer and more connected pedestrian facilities would enable users to reach their destination by walking or multimodal travel. A full depiction of existing and proposed pedestrian facilities within the city is shown in Figure C-5.

### **Sidewalks and Crosswalks**

While sidewalks are present throughout downtown Susanville, sidewalks in commercial and residential areas are generally in good shape, but are discontinuous, not ADA compliant, and are often narrow or unpaved. Crosswalks are provided at most intersections along SR-36 in downtown Susanville and Nevada Street but steadily declines further east on Main Street. Susanville sidewalks typically have pavement markings, yet few have pedestrian signs to warn drivers and there are minimal crossing lights.

### **Hiking and Pedestrian Trails**

The City of Susanville is host to multiple recreational trails that allow exploration outside of Susanville and in surrounding Lassen County. There are no paved recreational paths in the City of Susanville.

## **Susanville Ranch Park**

The Susanville Ranch Park is a recreational area spanning over 1,000 acres, offering hiking, mountain biking, equestrian, and other recreational opportunities. The Susanville Ranch Park is co-owned and managed by Lassen County and the Bureau of Land Management.

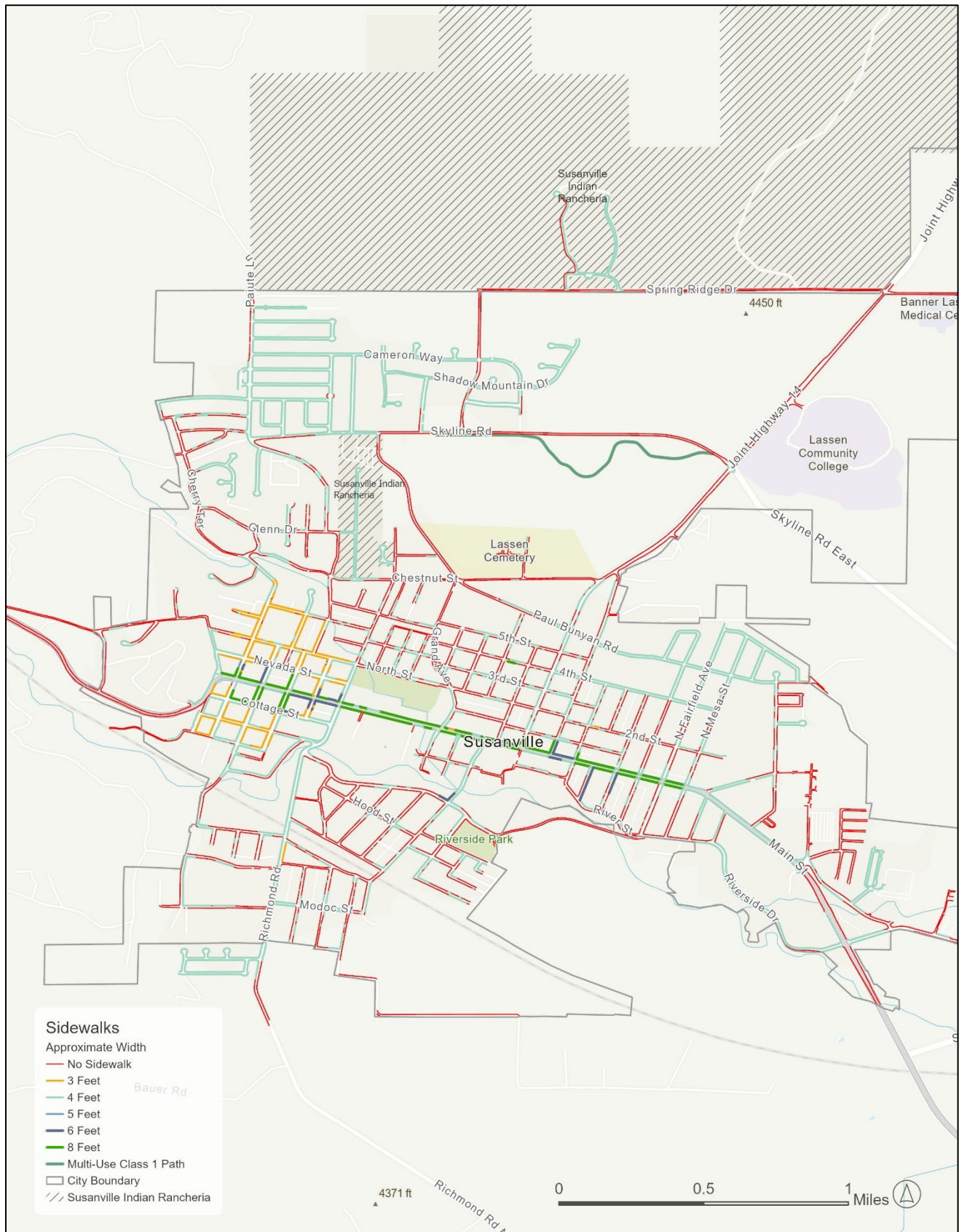
## **Bizz Johnson National Recreational Trail**

The City of Susanville is home to the Bizz Johnson National Recreation Trail – Susanville Trailhead, owned and managed by the Lassen National Forest and the Bureau of Land Management (BLM). The Susanville trailhead is one of three Bizz Johnson trailheads along the 25.4-mile-long rail trail. The trail is primarily gravel which provides excellent conditions for bicycling, hiking, and horseback riding. In the winter, the trail is primarily used for skiing and snowshoeing. The entirety of the trail lacks a dedicated bicycle facility and is shared with pedestrians and other recreational seekers.

The Bizz Johnson Trail contains four trailheads:

- Susanville Trailhead
- Biz Trailhead
- Devil's Corral Trailhead
- Mason Station Trailhead

Figure C-5 Pedestrian Network





## Goal CIR-5

Provide a safe and efficient multimodal network within and surrounding the City of Susanville *[Source: 2022 Lassen County Active Transportation Plan, Goal 1, modified]*

### Policies

- CIR-5.1: Pursuit of Funding.** The City of Susanville shall pursue all possible state, federal, and local funding to address high priority bikeway and pedestrian systems. *[Source: 2022 Lassen County Active Transportation Plan Goal 6, modified]*
- CIR-5.2: Enhancing Safety.** Develop a bikeway system that enhances the safety and convenience of bicycling or walking to work or school. This should include making improvements to crossing protections at major intersections. *[Source: 2022 Lassen County Active Transportation Plan Goal 3, modified]*
- CIR-5.3: Maintenance of Bikeways and Trails.** Develop a schedule for regularly maintaining existing city trails and bikeways to ensure the best use of both city and county funds for doing so. A long-range maintenance plan, including staffing, funding, and materials, shall be created for any proposed future trail or bikeway development. *[Source: 2022 Lassen County Active Transportation Plan, Goal 7, modified]*
- CIR-5.4: Universal Design.** Require pedestrian facilities to be ADA compliant and accessible for people of all abilities. *[Source: 2022 Lassen County Active Transportation Plan, Policy 2.5, modified]*
- CIR-5.5: Regional Connections** Include routes in the bikeway system that connect Susanville to existing or planned bikeways in surrounding counties. *[Source: 2011 Lassen County Bikeway Master Plan Policy 2.5, modified]*
- CIR-5.6: Multimodal Connections.** Include routes in the bikeway and trail system that connect with facilities such as existing park-and-ride lots, existing transit routes, and the Susanville Municipal Airport. *[Source: 2011 Lassen County Bikeway Master Plan Policy 3.1, modified]*
- CIR-5.7: Signage Programs.** Develop signage that alerts motorists to the presence of cyclists and pedestrians and clearly identifies bicycle routes and distances to key destinations. *[Source: 2011 Lassen County Bikeway Master Plan Policy 4.1, modified]*
- CIR-5.8: Bicycle and Pedestrian Education.** Educate and inform existing and potential cyclists about how to use bikeway and pedestrian facilities safely. *[Source: 2011 Lassen County Bikeway Master Plan Policy 4.3, modified]*
- CIR-5.9: Safe Routes to School** Partner with school districts in the City to develop and implement a Safe Routes to School Program. *[Source: 2011 Lassen County Bikeway Master Plan Policy 2.6, modified]*

## Goal CIR-6

Include bikeway facilities in all appropriate future development projects to facilitate on-site circulation for bicycle travel, on-site bicycle parking, and connections to the proposed system. *[Source: 2022 Lassen County Active Transportation Plan, Goal 2]*

### Policies

- CIR-6.1: Bikeway Classification and Design Standards.** Require the use of up-to-date Caltrans Highway Design Manual bikeway standards when designing and constructing future bikeway facilities. *[Source: 2022 Lassen County Active Transportation Plan, Policy 1.3, modified]*
- CIR-6.2: Bikeway System Phasing.** Develop and continually update a list of specific implementation criteria for any given route as well as a list of high priority routes based on expected use, type of route, connectivity, and potential improvements to safety. *[Source: New Policy]*
- CIR-6.3: Bicycle Facilities.** Support provision of parking, shelters, and off-street facilities, where feasible and practical, to promote bicycle and pedestrian travel. Require future developments that might experience a high bicycle demand, such as commercial areas, parks, libraries, and schools, to support these facilities. *[Source: 2022 Lassen County Active Transportation Plan, Policy 3.2, modified]*
- CIR-6.4: Street Drain Safety.** The City of Susanville should replace any existing street drain covers that are not bicycle safe, and any new street covers should be compatible for bicycle travel. *[Source: New Policy]*

## Goal CIR-7

Improve pedestrian networks and amenities to create more safe and walkable neighborhoods. *[Source: New Goal]*

### Policies

- CIR-7.1: Main Street Access.** Enhance pedestrian access to and use of Main Street. *[Source: Existing General Plan, Goal 7]*
- CIR-7.2: Sidewalk Maintenance.** Develop and institute city-wide sidewalk planning and construction programs that focus on providing continuous sidewalks to popular destinations. Maintain and improve existing sidewalks that facilitate the access of users of all abilities. *[Source: 2011 Lassen County Bikeway Master Plan Policy 7.2, modified]*
- CIR-7.3: Street Lighting.** Enhance street lighting, as necessary, to provide better pedestrian safety. *[Source: New Policy]*
- CIR-7.4: Pedestrian Crossings.** Enhance the safety of local intersections by pursuing signage and overhead pedestrian crossing especially along Main Street. *[Source: Existing General Plan, Policy h, modified]*

# Airports

The Susanville Municipal Airport is the sole airport in the vicinity of the city. The most recent plans incorporating the Susanville Municipal Airport include the 1980 Master Plan Report for the Susanville Municipal Airport as well as the 1987 Airport Land Use Plan. The Susanville Municipal Airport is located 5 miles southeast of Susanville. This publicly owned airport averages 34 aircraft a day, 49% of which are local general aviation, 44% of which are transient general aviation, 6% of which are air taxis, and less than 1% of which are military. The airport occupied approximately 122 acres of land but since 1987 has acquired 4.25 acres of land for improvements, and 8 acres for aviation easements on the clear zone. The airport, which is owned by the City of Susanville, is located on and surrounded by unincorporated Lassen County. The airport has one paved and lighted runway, one graded dirt runway, and one helipad for helicopter operations. For proper movement on the runway, the airport includes a general aviation tiedown apron and taxiways that lead from the apron to the runway. The airport's building facilities include a privately owned series of hangars and administration building.

The Susanville Municipal Airport Master Plan, which was adopted on March 3, 1981, planned and prepared for the future needs and demands of the facility. The forecasted aviation demand used a 6% annual growth forecast and recommended that space be reserved for the development of facilities to accommodate an increase of at least 100% above the forecast level of operations. The details of the future runway plan are described in the Airport Layout Plan listed in Sheet No. 1 of the Airport Master Plan.

In accordance with general plan requirements, safety hazards and noise must be reassessed for future and existing airport facilities and hazards posed by the use and movement of aircrafts must also be addressed. Furthermore, airport facilities must be assessable by all modes of transportation. The following goals support these requirements and help to guide future aviation use in the City of Susanville.

## Goal CIR-8

Ensure the orderly growth of the airport. *[Source: Existing General Plan, Goal 4.11]*

## Policies

- CIR-8.1: Pursuit of Funding.** The City of Susanville shall pursue all possible state, federal, and local funding to address any maintenance and improvements to be made for new and existing airport facilities. *[Source: New Policy]*
- CIR-8.2: Support of Expansion.** Encourage and support the expansion of the Susanville Municipal Airport for purposes of public safety and to expand its capacity to accommodate larger aircraft and new air services. *[Source: 2000 Lassen County General Plan, Policy CE22]*
- CIR-8.3: Ensure Consistency.** Ensure consistency between the General Plan and the Airport Master Plan *[Source: Existing General Plan, Policy p]*
- CIR-8.4: Land Use Coordination.** Protect the airport from conflicting neighboring land uses. *[Source: Existing General Plan, Policy m]*



### 3. CIRCULATION

- CIR-8.5: Airport Access.** Upgrade access to the airport, including new and widened roads, public parking, and acceleration lanes from the airport to the Highway. *[Source: Existing General Plan, Policy l]*
- CIR-8.6: Improve Services.** Improve the level of passenger and cargo services provided. *[Source: Existing General Plan, Policy n]*
- CIR-8.7: Terminal Upgrade.** Upgrade the terminal. *[Source: Existing General Plan, Policy o]*
- CIR-8.8: Emergency Heliports.** Support the development of a plan aimed at creating a countywide system of emergency heliports. *[Source: New Policy]*

# Goods Movement

The movement of goods is an essential aspect of circulation in the City of Susanville. To ensure the timely movement of good and meet the needs of local businesses and industry, this element addresses the main aspects of goods movement and plans for future demand.

Susanville and Lassen County at large rely on truck transportation on public roads to carry goods and materials both regionally and inter-regionally. State Route (SR) 36 has Terminal Access (STAA) for trucks and freight and SR 139 is a 65-foot California Legal state-designated truck route within and directly outside of the City of Susanville. Designated truck routes do not prevent trucks from using other streets as needed for local trips. SR 36 is the main thoroughfare in Susanville allowing truck traffic to pass through the city with minimal impact on residential neighborhoods, local vehicular traffic, and pedestrians. It is one of the few east-west routes in the Susanville vicinity due to topography and established land uses in and around the city. Nearly all east-west traffic in the area, including regional truck traffic, moves through the center of the city impacting local businesses.

The negative effects on air quality, safety, and noise due to the movement of goods should be monitored and mitigated. There is currently no need for separate goods movement facilities, but this may be a needed option in the future of the City's development for SR 36.

## Goal CIR-9

Create proper movement of goods through Susanville while minimizing the negative effects on air quality, public health, and traffic within the city. *[Source: New Goal]*

## Policies

- CIR-9.1: Minimize Conflicts.** Minimize the potential for conflicts on designated truck routes between trucks and pedestrians, cyclists, or transit travel. *[Source: New Policy]*
- CIR-9.2: Minimize Impacts.** Balance health and quality of life priorities of the community, including air quality and noise levels, with commercial goods movement. *[Source: New Policy]*
- CIR-9.3: Route Identifications.** Develop proper signage to identify truck routes and direct truck traffic. *[Source: New Policy]*

# Public Utilities

This circulation element is required to identify the location and necessity of public utilities and the facilities that are located in the City of Susanville. The utilities that are provided to the residents of Susanville include: electricity, sewer, water, and natural gas. Electric vehicle charging and broadband expansion strategies are incorporated into this element to analyze the need and potential for this type of infrastructure in Susanville.

## Electricity

The Lassen Municipal Utility District (LMUD) is a publicly owned electric power provider that serves the greater Susanville area. The LMUD has 1,933 square miles of service territory serving 10,500 electric meters. In 2022, LMUD released a Strategic Plan that is meant to guide the actions and decisions of the LMUD staff. The priorities and goals included in the 2022 Strategic Plan include developing grid resiliency, seeking and maintaining reliable, cost-effective power supplies, and responsible electrification of existing and emerging technologies. On the administrative side, the Strategic Plan priorities include fostering external relations, continuing financial stability, and cultivating a skilled and dedicated workforce.

## Sewer

Susanville Sanitary District is the primary provider of wastewater collection and treatment servicing for the City of Susanville. The district encompasses about 6.2 square miles with approximately 3,595 connections (3,199 residential, 387 commercial, and 9 industrial). The wastewater treatment plant sits in the west corner of city limits near Diamond Mountain Casino and Hotel.

## Water

The City of Susanville Public Works Department (PWD) provides water to city residents as well as the Susanville Indian Rancheria (SIR). Within the 6.5 square miles of the city, there are approximately 3,851 active service connections and approximately 110 connections outside of city limits. The city maintains approximately 4 water storage tanks and 60 miles of water main lines that service customers within 6 different pressure zones. According to the 2020 Urban Water Management Plan, the City of Susanville is a participating member of the Lahontan Basin Regional Water Management Group. With Plan's projections of Susanville's population reaching 11,173 by 2045, the PWD sets a goal of reducing the 2020 Gallons Per Capita Per Day (GCPD) from 260 to 259. They plan to do this through best management practices in their water conservation efforts.

## Natural Gas Lines

The operator of the City of Susanville's natural gas is the Susanville Municipal Energy Corporation. The City is responsible for installing and maintaining service lines, regulators, and meters throughout the City. The natural gas system is extensive and the conversion to natural gas is promoted by the City of Susanville.

## Electric Vehicle Charging Stations

California is committed to reducing the amount of greenhouse gas emissions associated with the transportation sector through the adoption of Zero-Emission Vehicles (ZEVs) from passenger cars to heavy duty trucks. To help accomplish this, the State is striving to meet the deployment of 250,000 public and shared private electric vehicle charging stations by the year 2025 and 1.2 million by 2030. This is a key component of electric vehicle infrastructure. California has access to a share of approximately \$384 million in the National Electric Vehicle Infrastructure (NEVI) Formula program to provide funding in the form of grants for agencies and communities over the next 5 years. Understanding nationwide and statewide goals related to ZEVs, as well as the relevant funding sources, will ensure the City of Susanville can keep pace with impending requirements for the sale of ZEVs.

The LMUD was awarded a \$500,000 Clean Transportation Program Rural Electric (REV) Charging grant from the California Energy Commission to install 8 fast chargers within Lassen County in 2022. With this funding, the City of Susanville can expand its EV fast-charging capacity throughout the City and greater Lassen County. Susanville currently has several electric vehicle charging stations. A Tesla Supercharger Station is located in the northern section of the City of Susanville at the Diamond Mountain Casino and Hotel. A central charging station is located at the South Gay St. and Cottage St. Parking garage. The remaining charging stations are in the eastern part of the city; one located at the Susanville RV Park and the other at the Comfort Inn and Suites close to Main Street and Highway 36.

## Broadband

Communities across California are developing and implementing broadband and fiber strategic, master, or action plans. States and the Federal government are continuing to support these efforts with new, various funding programs with the goal of bringing broadband to underserved communities. The California Public Utilities Commission (CPUC) manages the California Advanced Services Fund (CASF) and the state has created the California Emerging Technology Fund (CETF) to help fund efforts proposed by local governments.

Current broadband facilities throughout Lassen County and the City of Susanville are limited. Funding for broadband development in Lassen County has been sought after and received. In 2022, the CPUC announced that Lassen County and the City of Susanville would be receiving funding for broadband technical assistance to support efforts to close the digital divide. The grant award was \$500,000 and will be used to reimburse the City of Susanville for the costs of network design services and broadband deployment that will provide service to households and businesses. Continuing to pursue funding and coordinating with agencies who have already begun work in this sector will greatly assist the City of Susanville in their efforts to provide more broadband access to its residents.

### Goal CIR-10

The City shall provide adequate, quality utility infrastructure for current parcels and future development to serve the residents of the City of Susanville. *[Source: New Goal]*

**CIR-10.1: Pursuit of Funding.** Aggressively pursue federal, state, local, and private contracting funds, and grants for the development of public utility infrastructure which affects the circulation of people and goods in the city and county at large. *[Source: New Policy]*

### 3. CIRCULATION

- CIR-10.2: Maximize efficiency.** Identify and place utility infrastructure in areas that maximize efficiency and minimize impacts to the City of Susanville and its residents. Impacting the rights-of-way as few times as possible is of priority. *[Source: New Policy]*
- CIR-10.3: Data and Information.** Improve as built and other source engineering information database. *[Source: New Policy]*

# Tribal Transportation

The Susanville Indian Rancheria Tribe is located in and around the city of Susanville. The Susanville Indian Rancheria Transit Program has been discontinued indefinitely as of July 23, 2020, as a result of COVID-19 and low ridership. This line should be considered to be reinstated as transit ridership begins to return to pre-pandemic levels. SIR is proposing to construct a 40-60K square foot health care facility on Spring Ridge Drive. As a result of the new construction, the Susanville Indian Rancheria Tribe will likely have an increased need for the transit program to be reinstated and perhaps even expanded.

The following goal and policies aim to better incorporate the tribal communities into the City of Susanville's transportation system.

## Goal CIR-11

Develop an accessible and safe transportation system in collaboration and partnership with local tribes within and surrounding the City of Susanville. *[Source: New Goal]*

## Policies

- CIR-11.1: Tribal Coordination.** Coordinate with representatives of the Susanville Rancheria Tribe to promote safe and efficient modes of transportation for members of the tribal community. *[Source: New Policy]*
- CIR-11.2: Expand Tribal Service.** Support local tribal efforts to expand, fund, or reinstate transit routes. *[Source: New Policy]*

# Implementation Programs

| Circulation and Mobility Programs                                                                                                                                                                                                                                                                                                                                                                                                                         | Implements Which Policy(ies)                                          | Responsible                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                       | Supporting Department(s)                                                                    |
| <p><b>A Agency Coordination.</b></p> <p>The City must coordinate with County, regional, and State entities to ensure planning and design efforts are consistent with the Lassen County Regional Transportation Plan and the State Transportation Improvement Program (STIP).</p> <p><i>[Source: Lassen County General Plan, Circulation Element, Existing Implementation Measure CE-A]</i></p>                                                            | <p>CIR –1.3<br/>CIR –2.3<br/>CIR –5.5<br/>CIR –10.1<br/>CIR –11.1</p> | <p><b>Public Works Department</b></p>                                                       |
| <p><b>B Developer Improvements and Fee Program</b></p> <p>Developers should be required to provide adequate street and facility improvements commensurate with expected development impacts. Additionally, an ordinance is to be enacted and maintained requiring developers to pay their proportionate share of street improvements both on and off site.</p> <p><i>[Source: Existing General Plan, Circulation Element, Action Program 7 and 8]</i></p> | <p>CIR – 1.1</p>                                                      | <p><b>Public Works Department</b></p> <p><b>City Manager</b></p> <p><b>City Council</b></p> |
| <p><b>C Roadway Improvement</b></p> <p>Regularly audit and update the functional classification determination of the roadways within the City as needed. Maintain a roadway prioritization project database identifying existing pavement conditions and prioritized locations of multimodal transportation infrastructure improvements within the City of Susanville.</p> <p><i>[Source: New Implementation Program]</i></p>                             | <p>CIR – 1.1<br/>CIR – 1.6<br/>CIR – 1.7<br/>CIR – 1.8</p>            | <p><b>Public Works Department</b></p>                                                       |

| Circulation and Mobility Programs                                                                                                                                                                                                                                                                                                                                                 | Implements Which Policy(ies)        | Responsible                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                   |                                     | Supporting Department(s)       |
| <p><b>D VMT Criteria</b></p> <p>In accordance with SB743, the City shall amend the existing Capital Improvement Program, zoning ordinance, or any other relevant guiding City document or policy to establish vehicle miles travelled (VMT) as the method for measuring transportation-related impacts on the environment.</p> <p><i>[Source: New Implementation Program]</i></p> | CIR – 1.10                          | <b>Public Works Department</b> |
| <p><b>E Long Range Transit Master Plan</b></p> <p>Develop a Long Range Transit Master Plan that explores potential improvements to the availability and access to public transit for residents and visitors to Susanville.</p> <p><i>[Source New Implementation Program]</i></p>                                                                                                  | CIR – 2.2<br>CIR – 2.4              | <b>Public Works Department</b> |
| <p><b>F Service Standards</b></p> <p>Establish service frequency standards and monitor compliance on a continual basis to improve transit program efficiency.</p> <p><i>[Source: New Implementation Program]</i></p>                                                                                                                                                              | CIR – 2.1<br>CIR – 2.5              | <b>Public Works Department</b> |
| <p><b>G Develop a Zero Emissions Transition Plan</b></p> <p>Develop a Zero Emissions Transition Plan to guide the transition of current transit fleets to zero emission fleets. Apply for relevant funding opportunities for both the development of the plan and the implementation of the plan.</p> <p><i>[Source: New Implementation Program]</i></p>                          | CIR – 2.1<br>CIR – 2.2<br>CIR – 2.4 | <b>Public Works Department</b> |



| Circulation and Mobility Programs                                                                                                                                                                                                                                                                                                                                                                                               | Implements Which Policy(ies)                                               | Responsible                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                            | Supporting Department(s)                                                                    |
| <p><b>H Develop a Transit Marketing Plan</b></p> <p>Develop and implement a marketing plan for providing transit information in a user friendly manner. This may include brochures and social media content to promote service to target markets.</p> <p><i>[Source: New Implementation Program]</i></p>                                                                                                                        | CIR – 2.7                                                                  | <p><b>Public Works Department</b></p> <p><b>City Manager</b></p> <p><b>City Council</b></p> |
| <p><b>I Determine the Need for Transportation Demand Programs</b></p> <p>Evaluate the feasibility of enacting a Transportation Demand Management Ordinance. Continue to assess the effectiveness of this ordinance on transportation networks, if enacted.</p> <p><i>[Source: New Implementation Program]</i></p>                                                                                                               | CIR – 3.1                                                                  | <b>Public Works Department</b>                                                              |
| <p><b>J Alternative Mode Commute Incentives</b></p> <p>Create incentives to encourage commuters within Susanville to use alternative modes of transportation by creating safe opportunities for bike and pedestrian commuters, providing bus passes, providing post commute facilities such as showers and bicycle storage, and creating other ride share opportunities.</p> <p><i>[Source: New Implementation Program]</i></p> | CIR – 5.2<br>CIR – 5.4<br>CIR – 5.5<br>CIR – 5.6<br>CIR – 5.8<br>CIR – 6.3 | <b>Public Works Department</b>                                                              |
| <p><b>K Improve Bicycle and Pedestrian Connectivity to Commercial and Residential Areas</b></p> <p>Develop a plan to improve connectivity, safety, and access between key commercial centers and residential areas allowing residents to safely bicycle or walk for recreational and necessary trips.</p> <p><i>[Source: New Implementation Program]</i></p>                                                                    | CIR – 5.5<br>CIR – 5.6<br>CIR – 6.2                                        | <b>Public Works Department</b>                                                              |

| Circulation and Mobility Programs                                                                                                                                                                                                                                                                                                                                               | Implements Which Policy(ies)                 | Responsible                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                 |                                              | Supporting Department(s)                                              |
| <p><b>L Citywide Bicycle Plan and Pedestrian Master Plan</b></p> <p>Update the Bikeway Master Plan and the Pedestrian Master Plan every 7 years to specify bicycle and pedestrian facility network improvements, and to identify and prioritize bicycle and pedestrian facility needs in the city and surrounding areas.</p> <p><i>[Source: New Implementation Program]</i></p> | <p>CIR – 5.1<br/>CIR – 6.3</p>               | <p><b>Public Works Department</b></p> <p><b>Planning Division</b></p> |
| <p><b>M Coordinate Schools and Bike Facility Designs</b></p> <p>New bicycle and pedestrian infrastructure should be designed to allow safe and efficient connections to schools, encouraging students and families to reduce their carbon footprint and utilize multimodal transportation opportunities.</p> <p><i>[Source: New Implementation Program]</i></p>                 | <p>CIR – 5.9<br/>CIR – 6.3</p>               | <p><b>Public Works Department</b></p>                                 |
| <p><b>N Airport Master Plan Updates</b></p> <p>Develop an improvement plan for the maintenance and expansion of airport facilities.</p> <p><i>[Source: Existing Program 4.12-O-19, modified]</i></p>                                                                                                                                                                            | <p>CIR – 8.2</p>                             | <p><b>Public Works Department</b></p> <p><b>Planning Division</b></p> |
| <p><b>O Monitor Truck Traffic</b></p> <p>Continually monitor, evaluate, and update truck routes to ensure safe and efficient goods movement through Susanville.</p> <p><i>[Source: New Implementation Program]</i></p>                                                                                                                                                          | <p>CIR – 9.1<br/>CIR – 9.2<br/>CIR – 9.3</p> | <p><b>Public Works Department</b></p>                                 |

| Circulation and Mobility Programs                                                                                                                                                                                                           | Implements Which Policy(ies) | Responsible                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------------|
|                                                                                                                                                                                                                                             |                              | Supporting Department(s)                                  |
| <b>P Broadband Master Plan</b><br>Develop and implement a Broadband Master Plan to ensure the orderly growth of broadband access for the residents of Susanville and Lassen County at large.<br><i>[Source: New Implementation Program]</i> | CIR – 10.2                   | <b>Public Works Department</b><br><br><b>City Manager</b> |
| <b>Q Dig Once Coordination</b><br>Facilitate the coordination between the City, developers, business owners, and utility providers to promote safe and efficient utilities development.<br><i>[Source: New Implementation Program]</i>      | CIR – 10.2                   | <b>Public Works Department</b>                            |

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Kelly Mumper, Building & Planning Division

**Action Date:** March 20, 2024

**SUBJECT:** Consider **Resolution No. 24-6286**, upholding the Planning Commission's decision to assess civil penalties in the amount of \$10,000.00 maximum penalty for continuous violations of the Susanville Municipal Code by Resolution No. 23-1165 for 713 Cottage Street Nuisance Abetment Order No. 2023-001.

**PRESENTED BY:** Kelly Mumper, City Planner

**SUMMARY:**

At the Planning Commission's November 14, 2023, regularly scheduled meeting, the Planning Commission voted 4-0 by Resolution No. 23-1165, to assess civil penalties against the subject property and subsequently the affiliated owners, a \$10,000.00 maximum penalty for the Susanville Municipal Code violations which constituted a continuous public nuisance on the subject property (see attached order). The city may collect the assessed administrative penalties and administrative costs by use of all available legal means, including recordation of a lien pursuant to Section 8.32.100-.270 (Ord. 17-1011 § 3, 2017).

The property owners were given 21 days (February 16, 2024) from receiving this letter to appeal the civil penalties in the amount of \$10,000.00 to the City of Susanville City Council. The appeal fee (\$200.00) was received before the deadline stated above.

**FISCAL IMPACT:** \$10,000.00 to the Code Enforcement Abatement Fund.

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6286, upholding the Planning Commission's decision to assess penalties in the amount of \$10,000.00 maximum penalty for continuous violations of the Susanville Municipal Code by Resolution No. 23-1165 for 713 Cottage Street Nuisance Abetment Order No. 2023-001.

**ATTACHMENTS:**  
[24-6286.pdf](#)  
[City Council Appeal Notice 713 Cottage St..docx](#)  
[713 Cottage Letter and Reso.pdf](#)  
[Appeal Letters 105 Russell 713 Cottage.pdf](#)

Nuisance\_Abatement\_Order\_After\_Hearing\_NA2023-001\_713\_Cottage.pdf  
Tezak Family Trust Proof of Service.pdf

**RESOLUTION NO. 24-6286**  
**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**UPHOLDING THE PLANNING COMMISSION'S DECISION APPROVING THE**  
**ASSESSMENT OF ADMINISTRATIVE PENALTIES IN THE AMOUNT OF \$10,000.00**  
**AGAINST THE PROPERTY OWNERS OF 713 COTTAGE STREET (APN 103-321-020-000)**  
**FOR NONCOMPLIANCE WITH NUISANCE ABATEMENT ORDER NA2023-001**

**WHEREAS**, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance and providing for the collection of civil penalties; and

**WHEREAS**, the Susanville City Council adopted Ordinance 17-1011 on June 7, 2017, that declares what constitutes a nuisance, and adopted Chapters 8.40 and 8.52 of the Susanville Municipal Code to outline property maintenance standards and the issuance of administrative citations; and

**WHEREAS**, the Tezak Family Trust have been noticed and provided ample time to voluntarily abate each nuisance but failed to voluntarily abate the declared nuisance; and

**WHEREAS**, the Susanville Planning Commission approved the issuance of a Nuisance Abatement Order NA2023-001 at a duly noticed public hearing on June 13, 2023 which ordered The Tezak Family Trust, to abate nuisance conditions at 713 Cottage Street (APN 103-321-020-000); and

**WHEREAS**, the condition of real property remains a public nuisance and in violation of nuisance abatement order NA2023-001; and

**WHEREAS**, the assessment of administrative civil penalties is authorized by Section 8.32.290 of the Susanville Municipal Code which provides for a maximum daily penalty and a maximum total penalty when considering defined factors relating to the facts presented to the Susanville Planning Commission; and

**WHEREAS**, the Planning Commission granted the property owners and agents a 60 day extension at the September 26, 2023, regularly scheduled meeting; and

**WHEREAS**, the Susanville Planning Commission, at a public meeting held during its regular meeting of November 14, 2023, considered the written and verbal comments presented concerning the issuance of an administrative citation; and

**WHEREAS**, that the Planning Commission of the City of Susanville at its regularly scheduled meeting held November 14, 2023, ordered the maximum administrative civil penalty in the amount of ten thousand dollars (\$10,000) for 142 total days of noncompliance with nuisance abatement order NA2023-001 and ordered the payment of said administrative civil penalty due by Tuesday, January 2, 2024, by 4:30 P.M; and

**WHEREAS**, David Tezak, an agent of the Tezak Family Trust provided a written request to the City of Susanville for an Administrative Appeals Hearing to contest the validity of the Administrative Penalty Assessment issued to the Tezak Family Trust; and

**WHEREAS**, the assessment of civil penalties relating to a nuisance abatement order does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment and is not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378 of the CEQA Guidelines.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of City of Susanville hereby approves the recommendation of the Susanville Planning Commission, as stated in Susanville Planning Commission Resolution 23-1165, to uphold Administrative Penalties Assessed in the amount of \$10,000.00.

A. The City of Susanville hereby orders the maximum administrative civil penalty in the amount of ten thousand dollars (\$10,000) for 142 total days of noncompliance with nuisance abatement order NA2023-001, and orders the payment of said administrative civil penalty due by Monday, May 6, 2024, by 4:30 P.M.

APPROVED: \_\_\_\_\_  
Quincy McCourt, Mayor

ATTEST: \_\_\_\_\_  
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the city of Susanville, held on the 20th day of March 20, 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Margaret Long, City Attorney



# City of Susanville

(530) 252-5100 • 66 North Lassen Street • Susanville, CA 96130-3904

## NOTICE OF APPEAL HEARING

(§ 8.32.160 SMC)

March 5, 2024

Law Office of Peter Talia  
470-345 Circle Drive  
Susanville, CA 96130

Tezak Family Trust  
P.O. Box 2700  
Fort Myers Beach, FL 33932

RE: 713 Cottage St, Susanville, California 96130  
APN 103-321-020-000  
Code Enforcement Case/Nuisance Abatement Order # 2023-001

Dear Mr. Tezak:

The City of Susanville has received your written notice requesting an appeal hearing with the city council regarding the assessment of civil penalties pursuant to an administrative nuisance abatement order issued against real property in your possession or ownership. Your request for an appeal hearing has been granted.

Your appeal hearing has been scheduled for **Wednesday March 20, 2024, at 5:00 p.m., or shortly thereafter, in the Susanville City Council Chambers at 66 North Lassen Street, Susanville, California 96130.** The Susanville City Council shall consider oral and written testimony whether to uphold the Susanville Planning Commission's decision to assess civil penalties pursuant to a nuisance abatement order issued against your property.

If you have any questions regarding the appeal hearing or require any accommodations, please contact the City Clerk at (530) 252-5103.

Respectfully,

Kelly Mumper  
City Planner/Code Enforcement Supervisor

Quincy McCourt  
Mayor  
Thomas Herrera  
Mayor pro tem

Councilmembers:  
Mendy Schuster  
Kevin Stafford  
Russ Brown





# City of Susanville

(530) 257-1000 • 66 North Lassen Street • Susanville, CA 96130-3904

January 22, 2024

Tezak Family Trust  
P.O. Box 2700  
Fort Myers Beach, FL 33932

Tezak Family Trust  
50 Chapel Street  
Fort Myers Beach FL, 33931

Tezak Family Trust  
971 Leah Circle  
Reno, NV 89511

RE: 713 Cottage Street-Nuisance Abatement Order #2023-001, Tezak Family Trust  
assessment of civil penalties on Assessor's Parcel Number (APN)103-321-020-000.

To whom it may concern,

This letter is to inform you that at the Planning Commission's November 14, 2023, regularly scheduled meeting, the Planning Commission voted 4-0 by Resolution No. 23-1165, to assess civil penalties against the subject property and subsequently the affiliated owners, a \$10,000.00 maximum penalty for the Susanville Municipal Code violations which constituted a continuous public nuisance on the subject property (see attached order). The city may collect the assessed administrative penalties and administrative costs by use of all available legal means, including recordation of a lien pursuant to Section 8.32.100-.270 (Ord. 17-1011 § 3, 2017). The civil assessment penalties in the amount of \$10,000.00 shall be due 45 days from receipt of this letter, which is March 10, 2024.

The property owners have 21 days (February 16, 2024) from receiving this letter to appeal the civil penalties in the amount of \$10,000.00 to the City of Susanville City Council. The appeal fee (\$200.00) shall be paid along with an appeal letter to the City Clerk no later than February 16, 2024, or the ability to appeal the Planning Commissions decision to the City Council will no longer be an option. The appeal shall be heard by the city council at a regularly scheduled meeting within forty-five (45) days of the filing of the appeal. Notice shall be given to the appellant at least ten (10) days prior to the scheduled meeting by first class mail sent to the address provided by the appellant on the appeal request form. The appeal hearing shall be conducted in the same manner as the hearing board hearing in Section [8.32.200](#). (Ord. 17-1011 § 3, 2017)

**Quincy McCourt**  
Mayor  
**Thomas Herrera**  
Mayor pro tem

**Councilmembers:**  
**Mendy Schuster**  
**Kevin Stafford**  
**Russ Brown**

If an appeal for the civil penalties is not filed in the time frame provided above, the City of Susanville will proceed with the cost recovery efforts and recordation of liens against the subject property pursuant to the City of Susanville Municipal Code Title 8, Chapter 8.32., Section 200-270.

The City of Susanville appreciates your cooperation and if you have questions regarding this letter or the adopting resolution which has been included with this letter, please do not hesitate to contact Kelly Mumper, City Planner and Code Enforcement Supervisor (530) 252-5104.

Respectfully,



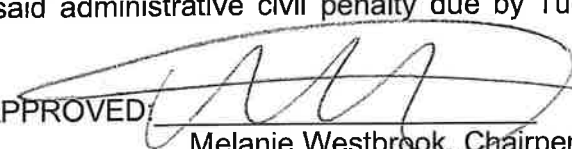
Kelly Mumper  
City Planner/Code Enforcement Supervisor

**WHEREAS**, the assessment of civil penalties relating to a nuisance abatement order does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment and is not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378 of the CEQA Guidelines.

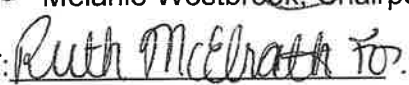
1       **NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission of the City of  
2 Susanville hereby approves the assessment of administrative civil penalties for violations of  
3 nuisance abatement order NA2023-001 as follows:

- 4       A. Five hundred dollars (\$500.00) for each day the public nuisance existed on property  
5 located at 713 Cottage Street.  
6       B. Effective date of the assessment of administrative civil penalties shall be June 26,  
7 2023.

8       **BE IT FURTHER RESOLVED** that the Planning Commission of the City of Susanville  
9 hereby orders the maximum administrative civil penalty in the amount of ten thousand dollars  
10 (\$10,000) for 142 total days of noncompliance with nuisance abatement order NA2023-001 and  
11 orders the payment of said administrative civil penalty due by Tuesday, January 2, 2024, by  
12 4:30 p.m.

13       APPROVED: 

14       Melanie Westbrook, Chairperson

15       ATTEST: 

16       Heidi Whitlock, City Clerk

17       The foregoing resolution was adopted at a regular meeting of the Planning Commission  
18 of the City of Susanville, held on the 14th day of November 2023, by the following vote:

19       AYES: DeBoer, Jambois, Ardito and Westbrook

20       NOES: None

21       ABSENT: Merchant

22       ABSTAIN: None

23         
24       Heidi Whitlock, City Clerk

2/11/2024

Subject: Request for Extension and Clarification - Nuisance Abatement Order #2023-003

To: Kelly Mumper City Planner/Code Enforcement Supervisor City of Susanville

Dear Ms. Mumper,

I am writing in response to the letter dated January 18, 2024, which was sent certified to our P.O. Box 2700, FMB, FL 33932-2700, and was received last week. This correspondence addresses the civil penalties imposed against the Tezak Family Trust for the property at 105 Russel Ave, as outlined in Nuisance Abatement Order #2023-003.

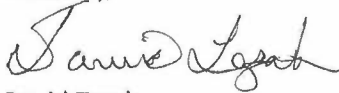
First and foremost, I was not aware of the Planning Commission's hearing or decision on January 29th, 2024, to impose a maximum penalty of \$10,000 on the subject property for violations of the Susanville Municipal Code, deeming it a continuous public nuisance. due to the fact that I did not receive your certified letter notifying the Tezak Family Trust of our appeal rights until after the deadline of January 29, 2024. Which brings into question as to whether we received our due process rights of "Notice" prior to the Commissioners decision to enact these penalties or even approve them. I would like to express our concern and objection to the assessed penalties.

We are fully aware of the challenges our properties in Uptown Susanville are currently facing and have actively engaged our attorney Peter Talia, to address these issues and had been in contact with the City. Despite ongoing efforts, the properties continue to face challenges, primarily stemming from issues related to homelessness, vagrancy, trespassing, and illegal occupation, leading to further problems. We have been in contact with the City of Susanville Police Department and appreciate their ongoing efforts in managing these challenges.

We appreciate your attention to this matter and remain committed to diligently resolving these issues. If you require any additional information or if there are specific procedures we need to follow, please do not hesitate to inform us promptly.

Thank you for your understanding and cooperation in this challenging situation.

Sincerely,

A handwritten signature in black ink, appearing to read "David Tezak", written in a cursive style.

David Tezak

Trustee for the Tezak Family Trust

2/11/2024

Subject: Request for Extension and Clarification - Nuisance Abatement Order #2023-001

To: Kelly Mumper City Planner/Code Enforcement Supervisor City of Susanville

Dear Ms. Mumper,

I am writing in response to the letter dated January 22, 2024, which was sent certified to our P.O. Box 2700, FMB, FL 33932-2700, and has recently been received from the City of Susanville. This correspondence addresses the civil penalties imposed against the Tezak Family Trust for the property at 713 Cottage Street, as outlined in Nuisance Abatement Order #2023-001.

First and foremost, I would like to express our concern and objection to the assessed penalties. We were not aware of the Planning Commission's decision on November 14th, 2023, to impose a maximum penalty of \$10,000 on the subject property for violations of the Susanville Municipal Code, deeming it a continuous public nuisance.

We are fully aware of the challenges our properties in Uptown Susanville are currently facing and have actively engaged our attorney, Peter Talia, to address these issues through legal channels. Despite ongoing efforts, the properties continue to face challenges, primarily stemming from issues related to homelessness, vagrancy, trespassing, and illegal occupation, leading to further problems. We have been in contact with the City of Susanville Police Department and appreciate their ongoing efforts in managing these challenges.

Given the complexity of the matter and the ongoing efforts to address these issues, we find it necessary to request an extension of the appeal deadline beyond February 16, 2024. This extension will provide us with the time needed to thoroughly understand the allegations and present a well-informed appeal.

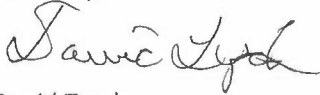
Understanding that the appeal process involves a \$200 fee, we assure you that we will promptly submit the necessary fee and appeal letter to the City Clerk. We kindly seek your cooperation in providing clear instructions for this process to ensure a smooth submission.

Regarding the anticipated appeal hearing within 45 days of filing, we request timely communication on the date and time, allowing for our adequate preparation and meaningful participation.

We appreciate your attention to this matter and remain committed to diligently resolving these issues. If you require any additional information or if there are specific procedures we need to follow, please do not hesitate to inform us promptly.

Thank you for your understanding and cooperation in this challenging situation.

Sincerely,



David Tezak  
Trustee for the Tezak Family Trust

1 Margaret E. Long SBN: 227176  
2 City Attorney for City of Susanville  
3 66 North Lassen Street  
4 Susanville, CA 96130  
5 Phone: 530-252-5100  
6 attorney@cityofsusanville.org

7 Attorney for: Petitioner/City of Susanville

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PLANNING COMMISSION  
CITY OF SUSANVILLE

|                        |            |
|------------------------|------------|
| City of Susanville,    | Petitioner |
| v                      |            |
| The Tezak Family Trust | Respondent |

Nuisance Abatement Order  
NA2023-001

Hearing: June 13, 2023, at 5:30 p.m. in  
Council Chambers  
66 North Lassen Street  
Susanville, CA 96130

1. This proceeding was heard:

- a. On June 13, 2023, at 5:30 pm in the Council Chambers at 66 North Lassen Street, Susanville, CA 96130.
- b. By the Planning Commission of the City of Susanville (also referred to as the Hearing Board or the Board) with the following commissioners of the Planning Commission present: Melanie Westbrook, James Merchant, Rod DeBoer, Wayne Jambois, and Tony Ardito.
- c. Melanie Westbrook presided over the procedure as Chairperson.
- d. This matter was set on a "Notice of Intention to Abate Public Nuisance & Notice of Public Hearing" dated May 5, 2023, and served on Respondent, The Tezak Family Trust, by Certified Mail on May 5, 2023, and posted on the structure at 713 Cottage Street on May 5, 2023.
- e. Present at the hearing where:

- i. Cody Loflin, Code Enforcement Officer II, Kelly Mumper, City Planner, Ruth McElrath, Permit Technician / Secretary of the Planning Commission, Jolene Arredondo, Assistant to the City Administrator, Erik Edholm, Assistant Director of Public Works, and Robert Godman, Director of Public Works representing the City of Susanville and
- ii. The Trustee of the Tezak Family Trust did not appear on behalf of the Respondent. William Tezak spoke on behalf of the Tezak Family Trust and was accompanied by his lawyer, David Williams.

### FINDINGS

The Hearing Board makes the following findings.

1. Pursuant to City of Susanville Municipal Code chapter 8.32.040, “No person may maintain or use property or allow their property to be maintained or used in a manner that creates or fosters the creation of a public nuisance.”
2. The Tezak Family Trust owns the commercial property and is the responsible party for the property located at 713 Cottage Street.
3. The Tezak Family Trust was properly served with a Notice of Violation on March 21, 2023 with service pursuant to City of Susanville Municipal Code section 8.32.060.
4. The Tezak Family Trust was properly served with a Notice of Intention to Abate Public Nuisance and Notice of Public Hearing on May 5, 2023, and that said notice was properly posted at 713 Cottage Street on May 5, 2023, pursuant to City of Susanville Municipal Code section 8.32.090.
5. The condition of the property located at 713 Cottage Street is a public nuisance as defined by City of Susanville Municipal Code section 8.32.050.



## ORDERS

The Hearing Board orders the following.

1. The Tezak Family Trust must abate the public nuisance at 713 Cottage Street by doing the following at 713 Cottage Street:
  - a. Removal of all conditions constituting a zoning violation within the City of Susanville
  - b. Removing and relocating all residents within any structure upon 713 Cottage that is in violation of the Uniform Housing Code.
  - c. All debris, garbage, junk, trash, rubbish, and miscellaneous items shall be removed from public view.
  - d. All vehicles that are within the parameters of the abandoned vehicle abatement ordinance, to wit, are within an abandoned, dismantled, junked, inoperative, or wrecked conditions shall be removed from the property and stored in accordance with all laws of the State of California and the Susanville Municipal Code.
  - e. All property maintenance violations shall be addressed.
    - i. Repair broken windows
    - ii. Bring all unpermitted work into compliance.
    - iii. Parking lot to be neat and presentable.
    - iv. Clean up the accumulated grease, oil, and other residues from the pavement.
2. The Tezak Family Trust must fully abate and remove conditions contributing to the declaration of a public nuisance no later than Monday June 26, 2023 by 8:00 a.m.
3. The Tezak Family Trust must obtain any and all required permits that may be required to abate public nuisance at 713 Cottage Street.
4. After The Tezak Family Trust abates the nuisance at 713 Cottage Street, the Tezak Family Trust must contact the Building and Planning Department at the City of Susanville and request that an official at the City of Susanville inspect the condition of the property and buildings at 713 Cottage Street to determine if the public nuisance was abated.

5. If the Tezak Family Trust does not abate the public nuisance at 713 Cottage Street by 8:00 a.m. on June 26, 2023, the City of Susanville may have the property at 713 Cottage Street abated.
6. The Tezak Family Trust shall have no further violations of the Susanville Municipal Code or violations of any statute or regulation for the State of California while under the jurisdiction of the Hearing Board and subject to this nuisance abatement order.
7. If the Tezak Family Trust does not abate the public nuisance at 713 Cottage Street by 8:00 a.m. on June 26, 2023, the Susanville Planning Commission orders an administrative penalty pursuant to section 8.32.290 of the City of Susanville Municipal Code shall be assessed as followed:
  - a. Assessment of \$500.00 per day until the nuisance abatement order has been complied with.
  - b. Effective from June 26, 2023.
  - c. The maximum administrative penalty shall be \$10,000, exclusive of administrative costs and interest.
8. All costs of the City's abatement efforts, including the abatement work and administrative time to investigate and to hear and effect the abatement shall be charged against the Tezak Family Trust as a personal debt or may be assessed upon 713 Cottage Street and will constitute a lien or special assessment upon the property until paid.
9. This Order shall be effective for one year after issuance. During such period, the hearing board shall retain jurisdiction over the conditions of the building, structure or property which constituted the nuisance established by this Order, as well as the abatement thereof, to ensure that the nuisance does not reoccur and that the building, structure, or property is maintained in such a manner so as not to create a nuisance. If, during this one-year period, any enforcement official determines that the same or another nuisance, as defined by this chapter exists with respect to the building, structure or property, he or she may give notice to abate the nuisance as provided for in section 8.32.060 of the City of Susanville Municipal Code. If the Tezak Family Trust does not abate the nuisance at any

1 time within the abatement period, the City may proceed with the abatement itself under  
2 the provisions of section 8.32.190 of the City of Susanville Municipal Code without further  
3 action of the hearing board. The City of Susanville may also recover all of its abatement  
4 effort costs as provided for in the City of Susanville Municipal Code.

### 5 APPEAL

6 Whenever any person is aggrieved by this final order of the Hearing Board, this person may appeal  
7 the Nuisance Abatement Order to the City Council of the City of Susanville. To request an  
8 appeal, the person aggrieved by this order shall notify the City Clerk, in writing, within twenty-  
9 one (21) days of the issuance of this order of their request to have this appeal heard by the City  
10 Council. The aggrieved person shall deposit two hundred dollars (\$200.00) to the City of  
11 Susanville. The appellant shall be responsible for all costs of such appeal which exceeds the  
12 deposited amount. If the aggrieved person requests an appeal hearing, this hearing shall be  
13 granted within forty-five (45) days of the filing appeal at a regularly scheduled meeting of the  
14 Susanville City Council. The appellant shall be notified no less than ten (10) days of the  
15 scheduled appeal hearing.

16  
17 The foregoing order was adopted at a regular meeting of the Planning Commission of the city of  
18 Susanville, held on the 13th day of June 2023.

19  
20 Dated: June 13, 2023

/s/ Melanie Westbrook

21 Melanie Westbrook

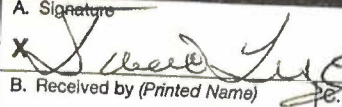
22 Susanville Planning Commission

23  
24 I, Cody Loflin, Code Enforcement Officer for the City of Susanville do attest that this copy of a  
25 Nuisance Abatement Order issued by the Susanville Planning Commission and memorialized by  
26 **Resolution of the Susanville Planning Commission No. 23-1146**, is a true and accurate copy of  
27 the order to which was signed by Melanie Westbrook, Chairperson of the Susanville Planning  
28 Commission. I declare under penalty of perjury that the foregoing is true and correct.

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Dated: September 20, 2023

*Cody Loflin*  
Cody Loflin, Code Enforcement Officer  
City of Susanville

| SENDER: COMPLETE THIS SECTION                                                                                                                                                                                                                                                                                                           | COMPLETE THIS SECTION ON DELIVERY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                    |
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| <p>1. Article Addressed to:<br/>           Tezak Family Trust<br/>           P.O. Box 2700<br/>           Fort Myers Beach, FL 33932</p>                                                                                                                                                                                                | <p>3. Service Type</p> <table border="0"> <tr> <td> <input type="checkbox"/> Adult Signature<br/> <input type="checkbox"/> Adult Signature Restricted Delivery<br/> <input type="checkbox"/> Certified Mail®<br/> <input type="checkbox"/> Certified Mail Restricted Delivery<br/> <input type="checkbox"/> Collect on Delivery<br/> <input type="checkbox"/> Collect on Delivery Restricted Delivery               </td> <td> <input type="checkbox"/> Priority Mail Express®<br/> <input type="checkbox"/> Registered Mail™<br/> <input type="checkbox"/> Registered Mail Restricted Delivery<br/> <input type="checkbox"/> Return Receipt for Merchandise<br/> <input type="checkbox"/> Signature Confirmation™<br/> <input type="checkbox"/> Signature Confirmation Restricted Delivery               </td> </tr> </table> | <input type="checkbox"/> Adult Signature<br><input type="checkbox"/> Adult Signature Restricted Delivery<br><input type="checkbox"/> Certified Mail®<br><input type="checkbox"/> Certified Mail Restricted Delivery<br><input type="checkbox"/> Collect on Delivery<br><input type="checkbox"/> Collect on Delivery Restricted Delivery | <input type="checkbox"/> Priority Mail Express®<br><input type="checkbox"/> Registered Mail™<br><input type="checkbox"/> Registered Mail Restricted Delivery<br><input type="checkbox"/> Return Receipt for Merchandise<br><input type="checkbox"/> Signature Confirmation™<br><input type="checkbox"/> Signature Confirmation Restricted Delivery |
| <input type="checkbox"/> Adult Signature<br><input type="checkbox"/> Adult Signature Restricted Delivery<br><input type="checkbox"/> Certified Mail®<br><input type="checkbox"/> Certified Mail Restricted Delivery<br><input type="checkbox"/> Collect on Delivery<br><input type="checkbox"/> Collect on Delivery Restricted Delivery | <input type="checkbox"/> Priority Mail Express®<br><input type="checkbox"/> Registered Mail™<br><input type="checkbox"/> Registered Mail Restricted Delivery<br><input type="checkbox"/> Return Receipt for Merchandise<br><input type="checkbox"/> Signature Confirmation™<br><input type="checkbox"/> Signature Confirmation Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                    |
| <p>2. Article Number (Transfer from service label)<br/>           7017 1070 0000 7543 3470</p>                                                                                                                                                                                                                                          | <p>Restricted Delivery</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                    |
| <p>PS Form 3811, July 2015 PSN 7530-02-000-9053</p>                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                    |

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| SENDER: COMPLETE THIS SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | COMPLETE THIS SECTION ON DELIVERY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p>■ Complete items 1, 2, and 3.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of the mailpiece, or on the front if space permits.</p> <p>1. Article Addressed to:</p> <p style="font-size: 1.2em; color: blue;">Tezak Family Trust<br/>971 Leah Circle<br/>Reno, NV, 89511</p> <div style="text-align: center;"> <br/>           9590 9402 4063 8079 6300 31         </div> <p>2. Article Number (Transfer from service label)</p> <p style="font-size: 1.2em; color: blue;">7017 1070 0000 7543 3418</p> | <p>A. Signature<br/><b>X</b> <i>Helen Tezak</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <i>Tezak</i> C. Date of Delivery <i>7/20/24</i></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes<br/>If YES, enter delivery address below: <input type="checkbox"/> No</p> <hr/> <p>3. Service Type</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Adult Signature<br/> <input type="checkbox"/> Adult Signature Restricted Delivery<br/> <input type="checkbox"/> Certified Mail®<br/> <input type="checkbox"/> Certified Mail Restricted Delivery<br/> <input type="checkbox"/> Collect on Delivery<br/> <input type="checkbox"/> Collect on Delivery Restricted Delivery<br/> <input type="checkbox"/> Insured Mail             </div> <div style="width: 48%;"> <input type="checkbox"/> Priority Mail Express®<br/> <input type="checkbox"/> Registered Mail™<br/> <input type="checkbox"/> Registered Mail Restricted Delivery<br/> <input type="checkbox"/> Return Receipt for Merchandise<br/> <input type="checkbox"/> Signature Confirmation™<br/> <input type="checkbox"/> Signature Confirmation Restricted Delivery             </div> </div> |

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

| SENDER: COMPLETE THIS SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | COMPLETE THIS SECTION ON DELIVERY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p>■ Complete items 1, 2, and 3.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of the mailpiece, or on the front if space permits.</p> <p>1. Article Addressed to:</p> <p style="font-size: 1.2em; color: blue;">Tezak Family Trust<br/>971 Leah Circle<br/>Reno, NV 89511</p> <div style="text-align: center;"> <br/>           9590 9402 4063 8079 6300 86         </div> <p>2. Article Number (Transfer from service label)</p> <p style="font-size: 1.2em; color: blue;">7017 1070 0000 7543 3487</p> | <p>A. Signature<br/><b>X</b> <i>Helen Tezak</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery <i>3/9/24</i></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes<br/>If YES, enter delivery address below: <input type="checkbox"/> No</p> <p style="font-size: 1.2em; color: blue;">2301 Oddie Blvd Apt K10<br/>Reno, NV 89512</p> <hr/> <p>3. Service Type</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Adult Signature<br/> <input type="checkbox"/> Adult Signature Restricted Delivery<br/> <input type="checkbox"/> Certified Mail®<br/> <input type="checkbox"/> Certified Mail Restricted Delivery<br/> <input type="checkbox"/> Collect on Delivery<br/> <input type="checkbox"/> Collect on Delivery Restricted Delivery<br/> <input type="checkbox"/> Insured Mail             </div> <div style="width: 48%;"> <input type="checkbox"/> Priority Mail Express®<br/> <input type="checkbox"/> Registered Mail™<br/> <input type="checkbox"/> Registered Mail Restricted Delivery<br/> <input type="checkbox"/> Return Receipt for Merchandise<br/> <input type="checkbox"/> Signature Confirmation™<br/> <input type="checkbox"/> Signature Confirmation Restricted Delivery             </div> </div> |

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

| SENDER: COMPLETE THIS SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | COMPLETE THIS SECTION ON DELIVERY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt



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| PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions                       |                  |

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Kelly Mumper, Building & Planning Division

**Action Date:** March 20, 2024

**SUBJECT:** Consider **Resolution No. 24-6287**, upholding the City of Susanville Planning Commissions decision to assess penalties in the amount of \$10,000.00 maximum penalty for continuous violations of the Susanville Municipal Code by Resolution No. 23-1164 for 105 Russell Street Nuisance Abetment Order No. 2023-003.

**PRESENTED BY:** Kelly Mumper, City Planner

**SUMMARY:** At the Planning Commission’s January 9, 2024, regularly scheduled meeting, the Planning Commission voted 5-0 to assess penalties against the subject property and subsequently the affiliated owners, a \$10,000.00 maximum penalty for the Susanville Municipal Code violations which constituted a continuous public nuisance on the subject property for at least 198 days of non-compliance.

The civil assessment penalties in the amount of \$10,000.00 were due 45 days from the approval date of Planning Commission Resolution No. 23-1164, which was February 22, 2024. The Marino Family Trust submitted their \$200.00 appeal fee on time but the Tezak Family Trust failed to do so which can be confirmed by reviewing the correspondence provided by the appellant representing the Tezak Family Trust.

**FISCAL IMPACT:** \$10,000.00 to the Code Enforcement Abatement Fund.

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6287, upholding the City of Susanville Planning Commissions decision to assess penalties in the amount of \$10,000.00 maximum penalty for continuous violations of the Susanville Municipal Code by Resolution No. 23-1164 for 105 Russell Street Nuisance Abetment Order No. 2023-003.

**ATTACHMENTS:**  
[24-6287.pdf](#)  
[PC Notice of Fines-Appeal Options.docx](#)  
[105 Russell Letter-Reso-Order.pdf](#)  
[Tezak Family Trust Proof of Service.pdf](#)  
[Appeal LTRs 105 Russell 713 Cottage.pdf](#)



[Marino Family Trust Proof of Service.pdf](#)

[Nuisance Abatement Order After Hearing NA2023-003 105 Russell CC.pdf](#)

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**WHEREAS**, the assessment of civil penalties relating to a nuisance abatement order does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment and is not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378 of the CEQA Guidelines.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby approves the recommendation of the Susanville Planning Commission, as stated in Susanville Planning Commission Resolution 23-1165, to uphold Administrative Penalties Assessed in the amount of \$10,000.00.

A. The City of Susanville hereby orders the maximum administrative civil penalty in the amount of ten thousand dollars (\$10,000) for 142 total days of noncompliance with nuisance abatement order NA2023-001, and orders the payment of said administrative civil penalty due by Monday, May 6, 2024, by 4:30 P.M.

APPROVED: \_\_\_\_\_  
Quincy McCourt, Mayor

ATTEST: \_\_\_\_\_  
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the city of Susanville, held on the 20th day of March 20, 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Margaret Long, City Attorney



# City of Susanville

(530) 257-1000 • 66 North Lassen Street • Susanville, CA 96130-3904

January 18, 2024

Marino Family Living Trust  
P.O. Box 58  
Janesville, CA 96114

Tezak Family Trust  
P.O. Box 2700  
Fort Myers Beach, FL 33932

Tezak Family Trust  
50 Chapel Street  
Fort Myers Beach FL, 33931

Tezak Family Trust  
971 Leah Circle  
Reno, NV 89511

RE: 105 Russell Street-Nuisance Abatement Order #2023-003, Tezak Family Trust/Marino Family Living Trust assessment of civil penalties on Assessor's Parcel Number (APN)105-320-013-000.

To whom it may concern,

This letter is to inform you that at the Planning Commission's January 9, 2024, regularly scheduled meeting, the Planning Commission voted 5-0 to assess civil penalties against the subject property and subsequently the affiliated owners, a \$10,000.00 maximum penalty for the Susanville Municipal Code violations which constituted a continuous public nuisance on the subject property (see attached order). The city may collect the assessed administrative penalties and administrative costs by use of all available legal means, including recordation of a lien pursuant to Section 8.32.100-.270 (Ord. 17-1011 § 3, 2017). The civil assessment penalties in the amount of \$10,000.00 shall be due 45 days from the approval date of Planning Commission Resolution No. 23-1164, which is February 22, 2024.

The property owners have 21 days (January 29, 2024) from the Planning Commission's decision to appeal the civil penalties in the amount of \$10,000.00 to the City of Susanville City Council. The appeal fee (\$200.00) shall be paid along with an appeal letter to the City Clerk no later than January 29, 2024, or the ability to appeal the Planning Commissions decision to the City Council will no longer be an option. The appeal shall be heard by the city council at a

**Quincy McCourt**  
Mayor  
**Thomas Herrera**  
Mayor pro tem

**Councilmembers:**  
**Mendy Schuster**  
**Kevin Stafford**  
**Russ Brown**

regularly scheduled meeting within forty-five (45) days of the filing of the appeal. Notice shall be given to the appellant at least ten (10) days prior to the scheduled meeting by first class mail sent to the address provided by the appellant on the appeal request form. The appeal hearing shall be conducted in the same manner as the hearing board hearing in Section [8.32.200](#). (Ord. 17-1011 § 3, 2017)

If an appeal for the civil penalties is not filed in the time frame provided above, the City of Susanville will proceed with the cost recovery efforts and recordation of liens against the subject property pursuant to the City of Susanville Municipal Code Title 8, Chapter 8.32., Section 200-270.

The City of Susanville appreciates your cooperation and if you have questions regarding this letter or the adopting resolution which has been included with this letter, please do not hesitate to contact Kelly Mumper, City Planner and Code Enforcement Supervisor (530) 252-5104.

Respectfully,

Kelly Mumper  
City Planner/Code Enforcement Supervisor



# City of Susanville

(530) 257-1000 • 66 North Lassen Street • Susanville, CA 96130-3904

January 18, 2024

Marino Family Living Trust  
P.O. Box 58  
Janesville, CA 96114

Tezak Family Trust  
P.O. Box 2700  
Fort Myers Beach, FL 33932

Tezak Family Trust  
50 Chapel Street  
Fort Myers Beach FL, 33931

Tezak Family Trust  
971 Leah Circle  
Reno, NV 89511

RE: 105 Russell Street-Nuisance Abatement Order #2023-003, Tezak Family Trust/Marino Family Living Trust assessment of civil penalties on Assessor's Parcel Number (APN)105-320-013-000.

To whom it may concern,

This letter is to inform you that at the Planning Commission's January 9, 2024, regularly scheduled meeting, the Planning Commission voted 5-0 to assess civil penalties against the subject property and subsequently the affiliated owners, a \$10,000.00 maximum penalty for the Susanville Municipal Code violations which constituted a continuous public nuisance on the subject property (see attached order). The city may collect the assessed administrative penalties and administrative costs by use of all available legal means, including recordation of a lien pursuant to Section 8.32.100-.270 (Ord. 17-1011 § 3, 2017). The civil assessment penalties in the amount of \$10,000.00 shall be due 45 days from the approval date of Planning Commission Resolution No. 23-1164, which is February 22, 2024.

The property owners have 21 days (January 29, 2024) from the Planning Commission's decision to appeal the civil penalties in the amount of \$10,000.00 to the City of Susanville City Council. The appeal fee (\$200.00) shall be paid along with an appeal letter to the City Clerk no later than January 29, 2024, or the ability to appeal the Planning Commissions decision to the City Council will no longer be an option. The appeal shall be heard by the city council at a

**Quincy McCourt**  
Mayor  
**Thomas Herrera**  
Mayor pro tem

**Councilmembers:**  
**Mendy Schuster**  
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If an appeal for the civil penalties is not filed in the time frame provided above, the City of Susanville will proceed with the cost recovery efforts and recordation of liens against the subject property pursuant to the City of Susanville Municipal Code Title 8, Chapter 8.32., Section 200-270.

The City of Susanville appreciates your cooperation and if you have questions regarding this letter or the adopting resolution which has been included with this letter, please do not hesitate to contact Kelly Mumper, City Planner and Code Enforcement Supervisor (530) 252-5104.

Respectfully,

A handwritten signature in cursive script, appearing to read "Kelly Mumper".

Kelly Mumper  
City Planner/Code Enforcement Supervisor

**WHEREAS**, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

**WHEREAS**, a public nuisance has been declared upon the property of 105 Russell Avenue and attempts to bring the property into voluntary compliance have been futile; and

**WHEREAS**, the Susanville Planning Commission approved the issuance of a Nuisance Abatement Order NA2023-003 at a duly noticed public hearing on June 13, 2023 which ordered The Tezak Family Trust & Marino Family Living Trust, to abate nuisance conditions at 105 Russell Avenue (APN 105-320-013-000); and

**WHEREAS**, the assessment of administrative civil penalties is authorized by Section 8.32.290 of the Susanville Municipal Code which provides for a maximum daily penalty and a maximum total penalty when considering defined factors relating to the facts presented to the Susanville Planning Commission; and

**WHEREAS**, the Planning Commission tabled this item at the November 14, 2023, regularly scheduled Planning Commission meeting after requesting that staff formulate a total of staff time hours spent on the code case in order to make an appropriate finding for the fines to be potentially administered against the subject property; and

**WHEREAS**, the assessment of civil penalties relating to a nuisance abatement order does not involved any commitment to any specific project which may result in a potentially



1 significant physical impact on the environment and is not a project under the California  
2 Environmental Quality Act (CEQA) pursuant to Section 15378 of the CEQA Guidelines.

3 **NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission of the City of  
4 Susanville hereby approves the assessment of administrative civil penalties for violations of  
5 nuisance abatement order NA2023-003 as follows:

- 6 A. Five hundred dollars (\$500.00) for each day the public nuisance existed on property  
7 located at 105 Russell Avenue.  
8 B. Effective date of the assessment of administrative civil penalties shall be June 26,  
9 2023.

10 **BE IT FURTHER RESOLVED** that the Planning Commission of the City of Susanville  
11 hereby orders the maximum administrative civil penalty in the amount of ten thousand dollars  
12 (\$10,000) for 198 total days of noncompliance with nuisance abatement order NA2023-003 and  
13 orders the payment of said administrative civil penalty due by Friday, February 23, 2024, by  
14 4:30 p.m.

15 APPROVED: Wayne Jambois  
16 Wayne Jambois, Commissioner  
17 Planning Commission  
18 City of Susanville, State of California

19 ATTEST: Ruth McElrath For  
20 Heidi Whitlock, City Clerk

21 The foregoing resolution was adopted at a regular meeting of the Planning Commission  
22 of the City of Susanville, held on the 9th day of January 2024, by the following vote:

23 AYES: Bortle, DeBoer, Ardito, Eltzroth and Jambois

24 NOES: None

25 ABSENT: Westbrook and Merchant

26 ABSTAIN: None

27 Ruth McElrath For  
28 Heidi Whitlock, City Clerk

1 Margret E. Long SBN: 227176  
2 City Attorney for City of Susanville  
3 66 North Lassen Street  
4 Susanville, CA 96130  
5 Phone: 530-252-5100  
6 attorney@cityofsusanville.org

7 Attorney for: Petitioner/City of Susanville

8 PLANNING COMMISSION  
9 CITY OF SUSANVILLE

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Petitioner

Nuisance Abatement Order  
NA2023-003

Hearing: June 13, 2023, at 5:30 p.m. in  
Council Chambers  
66 North Lassen Street  
Susanville, CA 96130

The Tezak Family Trust and Marino  
Family Living Trust  
Respondent

1. This proceeding was heard:

- a. On June 13, 2023, at 5:30 pm in the Council Chambers at 66 North Lassen Street, Susanville, CA 96130.
- b. By the Planning Commission of the City of Susanville (also referred to as the Hearing Board or the Board) with the following commissioners of the Planning Commission present: Melanie Westbrook, James Merchant, Rod DeBoer, Wayne Jambois, and Tony Ardito.
- c. Melanie Westbrook presided over the procedure as Chairperson.
- d. This matter was set on a "Notice of Intention to Abate Public Nuisance & Notice of Public Hearing" dated May 5, 2023, and served on Respondent, The Tezak Family Trust and Marino Family Living Trust, by Certified Mail on May 5, 2023, and posted on the structure at 105 Russell Avenue on May 5, 2023.
- e. Present at the hearing where:

- i. Cody Loflin, Code Enforcement Officer II, Kelly Mumper, City Planner, Ruth McElrath, Permit Technician / Secretary of the Planning Commission, Jolene Arredondo, Assistant to the City Administrator, Erik Edholm, Assistant Director of Public Works, and Robert Godman, Director of Public Works representing the City of Susanville and
- ii. Frank Marino, Trustee of the Marino Family Living Trust, Debra Marino of the Marino Family Living Trust, William Tezak of the Tezak Family Trust and David Williams, Attorney for William Tezak representing the Respondent.

### FINDINGS

The Hearing Board makes the following findings.

1. Pursuant to City of Susanville Municipal Code chapter 8.32.040, "No person may maintain or use property or allow their property to be maintained or used in a manner that creates or fosters the creation of a public nuisance."
2. The Tezak Family Trust and Marino Family Living Trust own the residential property and are the responsible parties for the property located at 105 Russell Avenue.
3. The Tezak Family Trust and Marino Family Living Trust were properly served with a Notice of Violation on March 21, 2023 with service pursuant to City of Susanville Municipal Code section 8.32.060.
4. The Tezak Family Trust and Marino Family Living Trust were properly served with a Notice of Intention to Abate Public Nuisance and Notice of Public Hearing on May 5, 2023, and that said notice was properly posted at 105 Russell Avenue on May 5, 2023, pursuant to City of Susanville Municipal Code section 8.32.090.
5. The condition of the property located at 105 Russell Avenue is a public nuisance as defined by City of Susanville Municipal Code section 8.32.050.

**ORDERS**

The Hearing Board orders the following.

1. The Tezak Family Trust and Marino Family Living Trust must abate the public nuisance at 105 Russell Avenue by doing the following at 105 Russell Avenue:

- a. Uniform Housing Code Violations:

- i. All items listed within this notice shall be complied with as the State of California has set the minimum housing standards for all people of this State. An inspection is required to verify the reasonable suspicion of the lack of these items. Please contact Code Enforcement staff to set up a reasonable time to inspect. If I do not hear back from you by the end of the compliance deadline, I will assume that consent has not been granted. An inspection warrant pursuant to California Code of Civil Procedures 1822.50 – 1822.60 shall be sought from the Lassen County Superior Court.
- ii. The building shall have the required utilities accessible to the building (electrical, water, sewer).
- iii. The building shall have access to hot and cold running water.
- iv. The building shall have adequate heating for all units.
- v. The building shall have adequate access to a kitchen sink, toilet, shower or bath.
- vi. All other building code violations shall be remedied and shall have all.

- b. Public Nuisances:

- i. Cease and desist the operation of any vehicle dismantling operation or the likes of any vehicle business without first obtaining any occupational license through the State of California, conditional use permits through the City of Susanville, and any business license required by the Susanville Municipal Code.
- ii. There were 14 vehicles on the property during the last site visit. All vehicles, boats, recreational vehicles, etc. shall be removed from the

- property or placed within an appropriate building out of sight of the public.  
Vehicles are inoperable or in a junk or dismantled state.
- iii. Remove the approximately 15 commercial washers from the property and dispose of properly and in accordance with state law.
  - iv. Remove the approximately 14 commercial driers from the property and dispose of the properly and in accordance with state law.
  - v. Remove the token machine, vending machines, and refrigerators.
  - vi. Burning of vegetation shall be permitted and done during acceptable days.
  - vii. Cease and desist the burning of trash, rubbish, garbage.
  - viii. Cease and desist the allowance of using recreational vehicles for the purposes of living quarters.
  - ix. Remove all limbs, downed trees, and branches from the property as this is a potential fire hazard.
  - x. The outbuilding on the property will need to be inspected by a licensed engineer to determine if the building is structurally sound. If the building is structurally sound, then rehabilitation is ordered. If the building is not structurally sound, then demolition is ordered. All required permits shall be obtained.
  - xi. permits pulled for their inspection and completion.
- c. Zoning:
- i. Obtain all required conditional use permits from the City of Susanville for operation of any business venture requiring conditional use permits in the C-2 zoning district.
  - ii. Cease and desist the allowance of any resident from residing in any recreational vehicle unless permits have been obtained from the State of California and with the City of Susanville.

2. The Tezak Family Trust and Marino Family Living Trust must fully abate and remove conditions contributing to the declaration of a public nuisance no later than Monday June 26, 2023 by 8:00 a.m.
3. The Tezak Family Trust and Marino Family Living Trust must obtain any and all required permits that may be required to abate public nuisance at 105 Russell Avenue.
4. After The Tezak Family Trust and Marino Family Living Trust abates the nuisance at 105 Russell Avenue, The Tezak Family Trust and Marino Family Living Trust must contact the Building and Planning Department at the City of Susanville and request that an official at the City of Susanville inspect the condition of the property and buildings at 105 Russell Avenue to determine if the public nuisance was abated.
5. If The Tezak Family Trust and Marino Family Living Trust does not abate the public nuisance at 105 Russell Avenue by 8:00 a.m. on June 26, 2023, the City of Susanville may have the property at 105 Russell Avenue abated.
6. The Tezak Family Trust and Marino Family Living Trust shall have no further violations of the Susanville Municipal Code and shall have no further violations of any state statute or regulation on the State of California while under the jurisdiction of the Hearing Board and while this nuisance abatement order is in effect.
7. If The Tezak Family Trust and Marino Family Living Trust does not abate the public nuisance at 105 Russell Avenue by 8:00 a.m. on June 26, 2023, the Susanville Planning Commission orders an administrative penalty pursuant to section 8.32.290 of the City of Susanville Municipal Code shall be assessed as followed:
  - a. Assessment of \$500.00 per day until the nuisance abatement order has been complied with.
  - b. Effective from June 26, 2023.
  - c. The maximum administrative penalty shall be \$10,000, exclusive of administrative costs and interest.
8. All costs of the City's abatement efforts, including the abatement work and administrative time to investigate and to hear and effect the abatement shall be charged against The

1 Tezak Family Trust and Marino Family Living Trust as a personal debt or may be assessed  
2 upon 105 Russell Avenue and will constitute a lien or special assessment upon the  
3 property until paid.

- 4 9. This Order shall be effective for one year after issuance. During such period, the hearing  
5 board shall retain jurisdiction over the conditions of the building, structure or property  
6 which constituted the nuisance established by this Order, as well as the abatement  
7 thereof, to ensure that the nuisance does not reoccur and that the building, structure, or  
8 property is maintained in such a manner so as not to create a nuisance. If, during this one-  
9 year period, any enforcement official determines that the same or another nuisance, as  
10 defined by this chapter exists with respect to the building, structure or property, he or she  
11 may give notice to abate the nuisance as provided for in section 8.32.060 of the City of  
12 Susanville Municipal Code. If The Tezak Family Trust and Marino Family Living Trust  
13 does not abate the nuisance at any time within the abatement period, the City may  
14 proceed with the abatement itself under the provisions of section 8.32.190 of the City of  
15 Susanville Municipal Code without further action of the hearing board. The City of  
16 Susanville may also recover all of its abatement effort costs as provided for in the City of  
17 Susanville Municipal Code.

### 18 APPEAL

19 Whenever any person is aggrieved by this final order of the Hearing Board, this person may appeal  
20 the Nuisance Abatement Order to the City Council of the City of Susanville. To request an  
21 appeal, the person aggrieved by this order shall notify the City Clerk, in writing, within twenty-  
22 one (21) days of the issuance of this order of their request to have this appeal heard by the City  
23 Council. The aggrieved person shall deposit two hundred dollars (\$200.00) to the City of  
24 Susanville. The appellant shall be responsible for all costs of such appeal which exceeds the  
25 deposited amount. If the aggrieved person requests an appeal hearing, this hearing shall be  
26 granted within forty-five (45) days of the filing appeal at a regularly scheduled meeting of the  
27 Susanville City Council. The appellant shall be notified no less than ten (10) days of the  
28 scheduled appeal hearing.

1 The foregoing order was adopted at a regular meeting of the Planning Commission of the city of  
2 Susanville, held on the 13th day of June 2023.

3  
4 Dated: June 13, 2023

/s/ Melanie Westbrook

5 Melanie Westbrook

6 Susanville Planning Commission  
7

8 I, Cody Loflin, Code Enforcement Officer for the City of Susanville do attest that this copy of a  
9 Nuisance Abatement Order issued by the Susanville Planning Commission and memorialized by  
10 **Resolution of the Susanville Planning Commission No. 23-1148**, is a true and accurate copy of  
11 the order to which was signed by Melanie Westbrook, Chairperson of the Susanville Planning  
12 Commission. I declare under penalty of perjury that the foregoing is true and correct.

13  
14 Dated: June 16, 2023

*Cody Loflin*

15 Cody Loflin, Code Enforcement Officer

16 City of Susanville  
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City of Susanville Received

JAN 26 2024

BUILDING & PLANNING

January 26, 2024

City of Susanville  
66 N. Lassen St.  
Susanville, CA 96130

Re: 105 Russel st-nuisance abatement order #2023-000 tezak Family Trust/Marino Family Living Trust  
assessment of civil penalties on Assessors parcel (Apn) 105-320-013-000

City of Susanville Council,

Attached please find our appeal of the civil penalty of \$10,000. (Max) for the municipal code violations at the above noted property. We respect and acknowledge the Code enforcement and planning commissions support and guidance in assisting us through a difficult and costly process. We pray that the City Council members will consider our position in this matter, and amend the resolution to impose the fine to the undeniably responsible party.

We are dedicated to ensuring the cleanup continues, weather permitting the second RV will be removed from the mud in the next couple days. We are making every effort, with law enforcement assistance, to prevent the trespassing from continuing.

Please feel free to contact us if you want any further information, we have submitted photos of our efforts to code enforcement, and are available at any time to discuss or inspect the property. We do have legal representation, Mr. Mark Habib, of Peters, Habib and McKenna, you may also contact him for any questions about our pending litigation 530-342-3593.

Respectfully Submitted,  
Marino Family Living Trust  
Frank Marino, trustee  
Debora Marino

(530) 249-0904

(530) 251-7648

Enc. appeal statement

## Abatement fine appeal

We wish to file an appeal of the fines levied against the Marino Family Trust, planning commission resolution #23-1164, 105 Russel Ave., nuisance abatement order 2023-003. As the commission has acknowledged, we have struggled with the coowners of this property. The June deadlines were impossible for us to meet, as possession was being improperly held by William Tezak, representing himself as an agent of the Tezak trust. Upon the Superior Courts granting an injunction, restraining order and giving possession to the Marino Trust on October 20, 2023 we have urgently and earnestly made massive strides in cleaning up the property. When the house was red tagged on November 14, 2023, following a contentious confrontation with a trespasser, we asked the Tezak Trust attorney (Peter Talia) for assistance in removing the people residing in the house and RVs, that were actively interfering in our efforts to continue clean up efforts. Failing to honor their promise, we moved to accomplish it ourselves. We contacted Susanville Towing to haul the RVs and an officer from the City police to provide citizen assist to remove the transients. Captain Bollinger was made aware of our intentions and organized a "moving out" day on our behalf. We provided him with our injunction and restraining order, he verified with Mr. Mumper that the house was indeed red tagged. He organized his officers, and coordinated with Susanville towing and met us at the property on Tuesday Jan 16, 2024. They successfully removed 2 trespassers and secured the RVs. A third trespasser was given 48 hrs to remove belongings from the house but was told he could not stay inside. We all returned on Friday Jan 19, 2024. Susanville towing was able to remove the largest RV to their yard for disposal and one abandoned vehicle. We secured the house by placing plywood over the doors and windows. We are thankful and appreciative of their assistance, allowing us to safely resume our efforts to remedy the situation and get it on the market as soon as possible.

Orders from the board and our actions to comply in just 3 months time.

### Uniform housing code violations:

1. Request for inspection for minimum housing standards was granted once we obtained our injunction and restraining order and given possession and control 10/20/2023.
2. During inspection on 11/14/2023 we informed inspector that basic utilities were not currently available due to owners request. Electrical, water, sewer have been disconnected for over a year.
3. Bldg have hot/cold water, we need to evaluate water heater once utilities are restored.
4. Heating TBD
5. Toilet, tub/shower present, kitchen sink removed.
6. Other building codes remedied. Pending further inspection

### Public nuisances

1. Cease and desist vehicle dismantling. Done
2. 14 vehicles and 3 recreational vehicles present. We began to remove vehicles beginning Jan 19, 2024, still in progress.
3. Remove 15 commercial washers Done

4. Remove 14 commercial dryers Done
5. Remove token machine misc Done
6. Obtain burn permit for limbs vegetation. No water, pending
7. Cease and desist burning trash Done
8. Cease desist using RV for housing Removed, vagrants cited and removed.
9. Remove limbs and downed trees pending
10. Outbuilding on property. One was illegally knocked down, we hauled debris to landfill. Another (small red one) had 86 tires stored inside, we removed tires and trash and it has been boarded and secured pending inspection.
11. Permits pulled for inspection, pending.

#### Zoning

1. Obtain use permits for business operations. None needed
2. Cease and desist residents in RV. Removed and hauled away.

Items 2-9 of the order dated June 26, 2023 were deadlines that the Tezak Trust failed to meet as they exercised control of the property until court ordered injunction on 10/20/2023.

While we respect and understand the cost to the city, initial complaints were addressed to Mr William Tezak, who the board believed was operating as a representative of the Tezak Family Trust. Mr Tezak, without our permission or consent, and against our numerous complaints to the Trust was 100% responsible for the deteriorating conditions. He and his agents had denied us any access to the property and had filed suit against us to obtain title (which was dismissed and upheld on appeal) Mr. Tezak appeared before the committee in June defending his "right" to ignore repeated prior warnings, and vehemently refused remove debris, or remedy violations. The Tezak Trust failed to intervene, and we were compelled to pursue costly legal, and potentially harmful personal resolution on our own.

The Marino family trust has made immediate, massive efforts to bring this property into compliance, and feel that our being fined is unfair. We feel the timer to comply, so to speak, should have started for the Marino Trust, when we received possession of the property in October 2023. We believe that the commission recognizes who the responsible party (and trust) is, and encourages you hold them solely responsible, and amend the resolution to reflect accordingly.

Respectfully Submitted,  
Marino Family Living Trust  
Frank Marino, trustee  
Debora Marino

| SENDER: COMPLETE THIS SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | COMPLETE THIS SECTION ON DELIVERY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                    |
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| <p>■ Complete items 1, 2, and 3.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of the mailpiece, or on the front if space permits.</p> <p>1. Article Addressed to:</p> <p style="font-size: 1.2em; font-family: cursive;">Tezak Family Trust<br/>P.O. Box 2700<br/>Fort Myers Beach, FL 33932</p> <div style="text-align: center;"> <br/>           9590 9402 4063 8079 6300 79         </div> <p>2. Article Number (Transfer from service label)</p> <p style="font-size: 1.2em; font-family: cursive;">7017 1070 0000 7543 3470</p> | <p>A. Signature<br/> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">X</div> <div style="font-family: cursive; font-size: 1.2em;">[Signature]</div> <div style="margin-left: 10px;"> <input type="checkbox"/> Agent<br/> <input type="checkbox"/> Addressee           </div> </div> </p> <p>B. Received by (Printed Name) _____ C. Date of Delivery _____</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes<br/>         If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>3. Service Type</p> <table style="width: 100%;"> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Adult Signature<br/> <input type="checkbox"/> Adult Signature Restricted Delivery<br/> <input type="checkbox"/> Certified Mail®<br/> <input type="checkbox"/> Certified Mail Restricted Delivery<br/> <input type="checkbox"/> Collect on Delivery<br/> <input type="checkbox"/> Collect on Delivery Restricted Delivery           </td> <td style="vertical-align: top;"> <input type="checkbox"/> Priority Mail Express®<br/> <input type="checkbox"/> Registered Mail™<br/> <input type="checkbox"/> Registered Mail Restricted Delivery<br/> <input type="checkbox"/> Return Receipt for Merchandise<br/> <input type="checkbox"/> Signature Confirmation™<br/> <input type="checkbox"/> Signature Confirmation Restricted Delivery           </td> </tr> </table> <p style="text-align: right;"><input type="checkbox"/> Restricted Delivery</p> | <input type="checkbox"/> Adult Signature<br><input type="checkbox"/> Adult Signature Restricted Delivery<br><input type="checkbox"/> Certified Mail®<br><input type="checkbox"/> Certified Mail Restricted Delivery<br><input type="checkbox"/> Collect on Delivery<br><input type="checkbox"/> Collect on Delivery Restricted Delivery | <input type="checkbox"/> Priority Mail Express®<br><input type="checkbox"/> Registered Mail™<br><input type="checkbox"/> Registered Mail Restricted Delivery<br><input type="checkbox"/> Return Receipt for Merchandise<br><input type="checkbox"/> Signature Confirmation™<br><input type="checkbox"/> Signature Confirmation Restricted Delivery |
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| SENDER: COMPLETE THIS SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | COMPLETE THIS SECTION ON DELIVERY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
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| <p>■ Complete items 1, 2, and 3.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of the mailpiece, or on the front if space permits.</p> <p>1. Article Addressed to:</p> <p style="font-size: 1.2em; color: blue;">Tezak Family Trust<br/>971 Yeak Circle<br/>Reno, NV, 89511</p> <div style="text-align: center;"> <br/>           9590 9402 4063 8079 6300 31         </div> <p>2. Article Number (Transfer from service label)</p> <p style="font-size: 1.2em; color: blue;">7017 1070 0000 7543 3418</p> | <p>A. Signature<br/><b>X</b> <i>Helen Tezak</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <i>Tezak</i> C. Date of Delivery <i>7/20/24</i></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes<br/>If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>3. Service Type</p> <table style="width: 100%; font-size: 0.8em;"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery</td> <td></td> </tr> </table> | <input type="checkbox"/> Adult Signature | <input type="checkbox"/> Priority Mail Express® | <input type="checkbox"/> Adult Signature Restricted Delivery | <input type="checkbox"/> Registered Mail™ | <input type="checkbox"/> Certified Mail® | <input type="checkbox"/> Registered Mail Restricted Delivery | <input type="checkbox"/> Certified Mail Restricted Delivery | <input type="checkbox"/> Return Receipt for Merchandise | <input type="checkbox"/> Collect on Delivery | <input type="checkbox"/> Signature Confirmation™ | <input type="checkbox"/> Collect on Delivery Restricted Delivery | <input type="checkbox"/> Signature Confirmation Restricted Delivery | <input type="checkbox"/> Insured Mail |  | <input type="checkbox"/> Insured Mail Restricted Delivery |  |
| <input type="checkbox"/> Adult Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Priority Mail Express®                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Adult Signature Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> Registered Mail™                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Certified Mail®                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Registered Mail Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Certified Mail Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Return Receipt for Merchandise                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Collect on Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> Signature Confirmation™                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> Signature Confirmation Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Insured Mail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Insured Mail Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

| SENDER: COMPLETE THIS SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | COMPLETE THIS SECTION ON DELIVERY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
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| <input type="checkbox"/> Adult Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> Priority Mail Express®                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Adult Signature Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Registered Mail™                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Certified Mail®                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> Registered Mail Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Certified Mail Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Return Receipt for Merchandise                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Collect on Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Signature Confirmation™                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> Signature Confirmation Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Insured Mail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Insured Mail Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

| SENDER: COMPLETE THIS SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | COMPLETE THIS SECTION ON DELIVERY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
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| <input type="checkbox"/> Adult Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> Priority Mail Express®                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Adult Signature Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> Registered Mail™                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Certified Mail®                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> Registered Mail Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Certified Mail Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> Return Receipt for Merchandise                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Collect on Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> Signature Confirmation™                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Signature Confirmation Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Insured Mail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |
| <input type="checkbox"/> Insured Mail Restricted Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                           |  |

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt



7543 3395 1070 0000 1070 1070 1070 1070

U.S. Postal Service™  
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 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee

\$

Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$  
☐ Return Receipt (electronic) \$  
☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$

Postage

\$

Total Postage and Fees

\$

Sent To

Street and Apt. No., or PO Box No.

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

Postmark  
Here

7543 3470 1070 0000 1070 1070 1070 1070

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee

\$

Extra Services & Fees (check box, add fee as appropriate)

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☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$

Postage

\$

Total Postage and Fees

\$

Sent To

Street and Apt. No., or PO Box No.

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

Postmark  
Here

7543 3456 1070 0000 1070 1070 1070 1070

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee

\$

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☐ Adult Signature Restricted Delivery \$

Postage

\$

Total Postage and Fees

\$

Sent To

Street and Apt. No., or PO Box No.

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

Postmark  
Here

7543 3418 1070 0000 1070 1070 1070 1070

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

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\$

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Sent To

Street and Apt. No., or PO Box No.

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

Postmark  
Here

7543 3401 1070 0000 1070 1070 1070 1070

U.S. Postal Service™  
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For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

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- ☐ Return Receipt (hardcopy) \$  
☐ Return Receipt (electronic) \$  
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2/11/2024

Subject: Request for Extension and Clarification - Nuisance Abatement Order #2023-003

To: Kelly Mumper City Planner/Code Enforcement Supervisor City of Susanville

Dear Ms. Mumper,

I am writing in response to the letter dated January 18, 2024, which was sent certified to our P.O. Box 2700, FMB, FL 33932-2700, and was received last week. This correspondence addresses the civil penalties imposed against the Tezak Family Trust for the property at 105 Russel Ave, as outlined in Nuisance Abatement Order #2023-003.

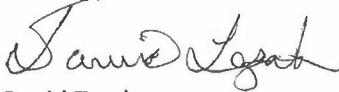
First and foremost, I was not aware of the Planning Commission's hearing or decision on January 29th, 2024, to impose a maximum penalty of \$10,000 on the subject property for violations of the Susanville Municipal Code, deeming it a continuous public nuisance. due to the fact that I did not receive your certified letter notifying the Tezak Family Trust of our appeal rights until after the deadline of January 29, 2024. Which brings into question as to whether we received our due process rights of "Notice" prior to the Commissioners decision to enact these penalties or even approve them. I would like to express our concern and objection to the assessed penalties.

We are fully aware of the challenges our properties in Uptown Susanville are currently facing and have actively engaged our attorney Peter Talia, to address these issues and had been in contact with the City. Despite ongoing efforts, the properties continue to face challenges, primarily stemming from issues related to homelessness, vagrancy, trespassing, and illegal occupation, leading to further problems. We have been in contact with the City of Susanville Police Department and appreciate their ongoing efforts in managing these challenges.

We appreciate your attention to this matter and remain committed to diligently resolving these issues. If you require any additional information or if there are specific procedures we need to follow, please do not hesitate to inform us promptly.

Thank you for your understanding and cooperation in this challenging situation.

Sincerely,

A handwritten signature in black ink, appearing to read "David Tezak", written in a cursive style.

David Tezak

Trustee for the Tezak Family Trust

2/11/2024

Subject: Request for Extension and Clarification - Nuisance Abatement Order #2023-001

To: Kelly Mumper City Planner/Code Enforcement Supervisor City of Susanville

Dear Ms. Mumper,

I am writing in response to the letter dated January 22, 2024, which was sent certified to our P.O. Box 2700, FMB, FL 33932-2700, and has recently been received from the City of Susanville. This correspondence addresses the civil penalties imposed against the Tezak Family Trust for the property at 713 Cottage Street, as outlined in Nuisance Abatement Order #2023-001.

First and foremost, I would like to express our concern and objection to the assessed penalties. We were not aware of the Planning Commission's decision on November 14th, 2023, to impose a maximum penalty of \$10,000 on the subject property for violations of the Susanville Municipal Code, deeming it a continuous public nuisance.

We are fully aware of the challenges our properties in Uptown Susanville are currently facing and have actively engaged our attorney, Peter Talia, to address these issues through legal channels. Despite ongoing efforts, the properties continue to face challenges, primarily stemming from issues related to homelessness, vagrancy, trespassing, and illegal occupation, leading to further problems. We have been in contact with the City of Susanville Police Department and appreciate their ongoing efforts in managing these challenges.

Given the complexity of the matter and the ongoing efforts to address these issues, we find it necessary to request an extension of the appeal deadline beyond February 16, 2024. This extension will provide us with the time needed to thoroughly understand the allegations and present a well-informed appeal.

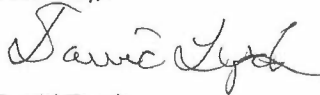
Understanding that the appeal process involves a \$200 fee, we assure you that we will promptly submit the necessary fee and appeal letter to the City Clerk. We kindly seek your cooperation in providing clear instructions for this process to ensure a smooth submission.

Regarding the anticipated appeal hearing within 45 days of filing, we request timely communication on the date and time, allowing for our adequate preparation and meaningful participation.

We appreciate your attention to this matter and remain committed to diligently resolving these issues. If you require any additional information or if there are specific procedures we need to follow, please do not hesitate to inform us promptly.

Thank you for your understanding and cooperation in this challenging situation.

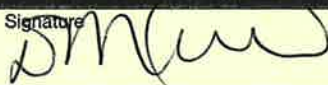
Sincerely,



David Tezak

Trustee for the Tezak Family Trust



| SENDER: COMPLETE THIS SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | COMPLETE THIS SECTION ON DELIVERY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                          |                                                 |                                                              |                                           |                                          |                                                              |                                                             |                                                         |                                              |                                                  |                                                                  |                                                                     |                                       |  |                                                       |  |
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| <p>■ Complete items 1, 2, and 3.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of the mailpiece, or on the front if space permits.</p> <p>1. Article Addressed to:</p> <p style="font-size: 1.2em; color: blue;">Marino Family Trust<br/>P.O. Box 58<br/>Gainesville, CA 96114</p> <div style="text-align: center;"> <br/>           9590 9402 4063 8079 6300 62         </div> <p>2. Article Number (Transfer from service label)</p> <p style="font-size: 1.2em; font-weight: bold;">7017 1070 0000 7543 3388</p> | <p>A. Signature<br/> <div style="display: flex; align-items: center;"> <span style="font-size: 1.5em; margin-right: 5px;">X</span>  <div style="margin-left: 10px;"> <input type="checkbox"/> Agent<br/> <input type="checkbox"/> Addressee             </div> </div> </p> <p>B. Received by (Printed Name)<br/> <div style="border: 1px solid black; padding: 2px; display: inline-block;">D Marino</div> </p> <p>C. Date of Delivery<br/> <div style="border: 1px solid black; padding: 2px; display: inline-block;">1/25/2024</div> </p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes<br/>           If YES, enter delivery address below: <input type="checkbox"/> No<br/> <div style="color: red; font-weight: bold; font-size: 1.2em; margin-top: 10px;">25 2024</div> </p> <p>3. Service Type</p> <table style="width: 100%; font-size: 0.8em;"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Mail Restricted Delivery (0)</td> <td></td> </tr> </table> | <input type="checkbox"/> Adult Signature | <input type="checkbox"/> Priority Mail Express® | <input type="checkbox"/> Adult Signature Restricted Delivery | <input type="checkbox"/> Registered Mail™ | <input type="checkbox"/> Certified Mail® | <input type="checkbox"/> Registered Mail Restricted Delivery | <input type="checkbox"/> Certified Mail Restricted Delivery | <input type="checkbox"/> Return Receipt for Merchandise | <input type="checkbox"/> Collect on Delivery | <input type="checkbox"/> Signature Confirmation™ | <input type="checkbox"/> Collect on Delivery Restricted Delivery | <input type="checkbox"/> Signature Confirmation Restricted Delivery | <input type="checkbox"/> Insured Mail |  | <input type="checkbox"/> Mail Restricted Delivery (0) |  |
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Sent To Marino Family Trust

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City, State, ZIP+4® Gainesville, CA 96114

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1 Margaret E. Long SBN: 227176  
2 City Attorney for City of Susanville  
3 66 North Lassen Street  
4 Susanville, CA 96130  
5 Phone: 530-252-5100  
6 attorney@cityofsusanville.org

7 Attorney for: Petitioner/City of Susanville

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PLANNING COMMISSION  
CITY OF SUSANVILLE

City of Susanville, Petitioner

v

The Tezak Family Trust and Marino  
Family Living Trust Respondent

Nuisance Abatement Order  
NA2023-003

Hearing: June 13, 2023, at 5:30 p.m. in  
Council Chambers  
66 North Lassen Street  
Susanville, CA 96130

1. This proceeding was heard:

- a. On June 13, 2023, at 5:30 pm in the Council Chambers at 66 North Lassen Street, Susanville, CA 96130.
- b. By the Planning Commission of the City of Susanville (also referred to as the Hearing Board or the Board) with the following commissioners of the Planning Commission present: Melanie Westbrook, James Merchant, Rod DeBoer, Wayne Jambois, and Tony Ardito.
- c. Melanie Westbrook presided over the procedure as Chairperson.
- d. This matter was set on a "Notice of Intention to Abate Public Nuisance & Notice of Public Hearing" dated May 5, 2023, and served on Respondent, The Tezak Family Trust and Marino Family Living Trust, by Certified Mail on May 5, 2023, and posted on the structure at 105 Russell Avenue on May 5, 2023.
- e. Present at the hearing where:

- 1 i. Cody Loflin, Code Enforcement Officer II, Kelly Mumper, City Planner,  
2 Ruth McElrath, Permit Technician / Secretary of the Planning Commission,  
3 Jolene Arredondo, Assistant to the City Administrator, Erik Edholm,  
4 Assistant Director of Public Works, and Robert Godman, Director of  
5 Public Works representing the City of Susanville and  
6 ii. Frank Marino, Trustee of the Marino Family Living Trust, Debra Marino of  
7 the Marino Family Living Trust, William Tezak of the Tezak Family Trust  
8 and David Williams, Attorney for William Tezak representing the  
9 Respondent.

10 **FINDINGS**

11 The Hearing Board makes the following findings.

- 12 1. Pursuant to City of Susanville Municipal Code chapter 8.32.040, "No person may maintain  
13 or use property or allow their property to be maintained or used in a manner that creates  
14 or fosters the creation of a public nuisance."  
15 2. The Tezak Family Trust and Marino Family Living Trust own the residential property and  
16 are the responsible parties for the property located at 105 Russell Avenue.  
17 3. The Tezak Family Trust and Marino Family Living Trust were properly served with a  
18 Notice of Violation on March 21, 2023 with service pursuant to City of Susanville  
19 Municipal Code section 8.32.060.  
20 4. The Tezak Family Trust and Marino Family Living Trust were properly served with a  
21 Notice of Intention to Abate Public Nuisance and Notice of Public Hearing on May 5,  
22 2023, and that said notice was properly posted at 105 Russell Avenue on May 5, 2023,  
23 pursuant to City of Susanville Municipal Code section 8.32.090.  
24 5. The condition of the property located at 105 Russell Avenue is a public nuisance as defined  
25 by City of Susanville Municipal Code section 8.32.050.  
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1 property or placed within an appropriate building out of sight of the public.

2 Vehicles are inoperable or in a junk or dismantled state.

3 iii. Remove the approximately 15 commercial washers from the property and  
4 dispose of properly and in accordance with state law.

5 iv. Remove the approximately 14 commercial driers from the property and  
6 dispose of the properly and in accordance with state law.

7 v. Remove the token machine, vending machines, and refrigerators.

8 vi. Burning of vegetation shall be permitted and done during acceptable days.

9 vii. Cease and desist the burning of trash, rubbish, garbage.

10 viii. Cease and desist the allowance of using recreational vehicles for the  
11 purposes of living quarters.

12 ix. Remove all limbs, downed trees, and branches from the property as this is a  
13 potential fire hazard.

14 x. The outbuilding on the property will need to be inspected by a licensed  
15 engineer to determine if the building is structurally sound. If the building  
16 is structurally sound, then rehabilitation is ordered. If the building is not  
17 structurally sound, then demolition is ordered. All required permits shall be  
18 obtained.

19 xi. permits pulled for their inspection and completion.

20 c. Zoning:

21 i. Obtain all required conditional use permits from the City of Susanville for  
22 operation of any business venture requiring conditional use permits in the  
23 C-2 zoning district.

24 ii. Cease and desist the allowance of any resident from residing in any  
25 recreational vehicle unless permits have been obtained from the State of  
26 California and with the City of Susanville.

2. The Tezak Family Trust and Marino Family Living Trust must fully abate and remove conditions contributing to the declaration of a public nuisance no later than Monday June 26, 2023 by 8:00 a.m.
3. The Tezak Family Trust and Marino Family Living Trust must obtain any and all required permits that may be required to abate public nuisance at 105 Russell Avenue.
4. After The Tezak Family Trust and Marino Family Living Trust abates the nuisance at 105 Russell Avenue, The Tezak Family Trust and Marino Family Living Trust must contact the Building and Planning Department at the City of Susanville and request that an official at the City of Susanville inspect the condition of the property and buildings at 105 Russell Avenue to determine if the public nuisance was abated.
5. If The Tezak Family Trust and Marino Family Living Trust does not abate the public nuisance at 105 Russell Avenue by 8:00 a.m. on June 26, 2023, the City of Susanville may have the property at 105 Russell Avenue abated.
6. The Tezak Family Trust and Marino Family Living Trust shall have no further violations of the Susanville Municipal Code and shall have no further violations of any state statute or regulation on the State of California while under the jurisdiction of the Hearing Board and while this nuisance abatement order is in effect.
7. If The Tezak Family Trust and Marino Family Living Trust does not abate the public nuisance at 105 Russell Avenue by 8:00 a.m. on June 26, 2023, the Susanville Planning Commission orders an administrative penalty pursuant to section 8.32.290 of the City of Susanville Municipal Code shall be assessed as followed:
  - a. Assessment of \$500.00 per day until the nuisance abatement order has been complied with.
  - b. Effective from June 26, 2023.
  - c. The maximum administrative penalty shall be \$10,000, exclusive of administrative costs and interest.
8. All costs of the City's abatement efforts, including the abatement work and administrative time to investigate and to hear and effect the abatement shall be charged against The

1 Tezak Family Trust and Marino Family Living Trust as a personal debt or may be assessed  
2 upon 105 Russell Avenue and will constitute a lien or special assessment upon the  
3 property until paid.

- 4 9. This Order shall be effective for one year after issuance. During such period, the hearing  
5 board shall retain jurisdiction over the conditions of the building, structure or property  
6 which constituted the nuisance established by this Order, as well as the abatement  
7 thereof, to ensure that the nuisance does not reoccur and that the building, structure, or  
8 property is maintained in such a manner so as not to create a nuisance. If, during this one-  
9 year period, any enforcement official determines that the same or another nuisance, as  
10 defined by this chapter exists with respect to the building, structure or property, he or she  
11 may give notice to abate the nuisance as provided for in section 8.32.060 of the City of  
12 Susanville Municipal Code. If The Tezak Family Trust and Marino Family Living Trust  
13 does not abate the nuisance at any time within the abatement period, the City may  
14 proceed with the abatement itself under the provisions of section 8.32.190 of the City of  
15 Susanville Municipal Code without further action of the hearing board. The City of  
16 Susanville may also recover all of its abatement effort costs as provided for in the City of  
17 Susanville Municipal Code.

#### 18 APPEAL

19 Whenever any person is aggrieved by this final order of the Hearing Board, this person may appeal  
20 the Nuisance Abatement Order to the City Council of the City of Susanville. To request an  
21 appeal, the person aggrieved by this order shall notify the City Clerk, in writing, within twenty-  
22 one (21) days of the issuance of this order of their request to have this appeal heard by the City  
23 Council. The aggrieved person shall deposit two hundred dollars (\$200.00) to the City of  
24 Susanville. The appellant shall be responsible for all costs of such appeal which exceeds the  
25 deposited amount. If the aggrieved person requests an appeal hearing, this hearing shall be  
26 granted within forty-five (45) days of the filing appeal at a regularly scheduled meeting of the  
27 Susanville City Council. The appellant shall be notified no less than ten (10) days of the  
28 scheduled appeal hearing.

1 The foregoing order was adopted at a regular meeting of the Planning Commission of the city of  
2 Susanville, held on the 13th day of June 2023.

3  
4 Dated: June 13, 2023 /s/ Melanie Westbrook  
5 Melanie Westbrook  
6 Susanville Planning Commission  
7

8 I, Cody Loflin, Code Enforcement Officer for the City of Susanville do attest that this copy of a  
9 Nuisance Abatement Order issued by the Susanville Planning Commission and memorialized by  
10 **Resolution of the Susanville Planning Commission No. 23-1148**, is a true and accurate copy of  
11 the order to which was signed by Melanie Westbrook, Chairperson of the Susanville Planning  
12 Commission. I declare under penalty of perjury that the foregoing is true and correct.

13  
14 Dated: June 16, 2023 Cody Loflin  
15 Cody Loflin, Code Enforcement Officer  
16 City of Susanville  
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**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Bob Godman, Public Works

**Action Date:** March 20, 2024

**SUBJECT:** Consider discussion regarding Local Area Revitalization Project Co-op (LARP) proposal to establish market gardens and a composting facility on lands owned by the City

**PRESENTED BY:** Bob Godman, Public Works Director

**SUMMARY:** LARP has approached staff to ask about the viability of establishing market gardens and a composting facility on 64 acres of City owned land.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Direction to staff

**ATTACHMENTS:**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Bob Godman, Public Works

**Action Date:** March 20, 2024

**SUBJECT:** Consider **Resolution No. 24-6290**, Authorizing the Public Works Director to execute a service contract with Everest Communications for the annual inspections of the Airport's AWOS system.

**PRESENTED BY:** Bob Godman, Public Works Director

**SUMMARY:** On January 12, 2024 Ansoorage, Inc. contacted the City and advised that they will no longer be able to provide inspection service for the Airport's AWOS system. Staff has received two quotes from companies willing to offer the service with the best quote being from Everest Communications for a cost of \$5,035 per year for the three mandated inspections. This is a highly specialized service and these were the only companies that were willing to give the Airport a bid. This cost is close to the price that the Airport was paying Ansoorage Inc. so no budget adjustment is needed.

**FISCAL IMPACT:** Cost of \$5,035.00 to the Airport's 7201 fund. No impact to the General Fund.

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6290, Authorizing the Public Works Director to execute a service contract with Everest Communications for the annual inspections of the Airport's AWOS system.

**ATTACHMENTS:**  
[24-6290.pdf](#)  
[KSVE AWOS Quote 02212024.pdf](#)  
[SVE\\_AWOS Service Agreement\\_BB\\_1-30-24.pdf](#)

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**RESOLUTION NO. 24-6290**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH EVEREST**  
**COMMUNICATIONS FOR THE ANNUAL INSPECTION OF THE AIRPORT'S**  
**AUTOMATED WEATHER OBSERVING SYSTEM**

**WHEREAS**, the City of Susanville operates the Susanville Municipal Airport; and

**WHEREAS**, Federal Aviation Administration rules dictate that the Airport's AWOS system have annual calibrations and inspections; and

**WHEREAS**, City staff have received estimates to complete the inspections; and

**WHEREAS**, Everest Communications of Queen Creek Arizona supplied the best quote.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby authorizes the Mayor to execute a contract with Everest Communications to provide the Federally required inspections and calibrations for the Airport's Automated Weather Observing System(AWOS).

APPROVED: \_\_\_\_\_  
Quincy McCourt, Mayor

ATTEST: \_\_\_\_\_  
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20th day of March 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Margaret Long, City Attorney

# AWOS INSPECTION, VERIFICATION AND MAINTENANCE SERVICES AGREEMENT

**THIS CONTRACT** entered into between the Susanville Airport, thereafter called SVE and Everest Communications thereafter called Contractor.

**WHEREAS**, The SVE requires the services of a Contractor qualified to provide Automated Weather Observing System (AWOS) inspection and maintenance services at the Susanville Airport (KSVE), located in Susanville, CA.

**WHEREAS**, Contractor is qualified and willing to provide such services.

**WHEREAS**, Contractor is a registered Arizona State Business, License No. 602397253.

**WHEREAS**, pursuant to the verbal request for services from the Contractor by the SVE.

**NOW, THEREFORE**, the parties hereto agree as follows:

## TERM

This Contract shall commence on XXXX or the last date of signature, whichever date is the later, and will terminate on XXXXX unless sooner terminated or further extended per this contract.

## SCOPE

Contractor shall provide complete inspections, verifications and maintenance services per normal requirements of the equipment manufacture(s) and the Federal Aviation Administration (FAA) for the AWOS system located at Truckee Tahoe Airport (SVE).

## TECHNICAL AND OPERATIONAL CONDITIONS:

- A. The SVE AWOS is a non-Federal AWOS owned and operated by the SVE with unknown spare parts, components, boards and/ or parts on site. The SVE has all necessary Federal Communications Commission (FCC) licenses (VHF) for the SVE AWOS. The specific equipment is as follows:

All Weather Inc. AW 900 AWOS-III with UHF radio data communications between the Central Data Processor (CDP) and the Data Collection Platform (DCP).

- B. All portions of the equipment are accessible at SVE and all necessary keys, access cards, permits and building entry access will be provided to Contractor. Any required escort and/ or access will be provided for Contractor personnel by the SVE.
- C. Contractor will normally respond to all maintenance, requested site visits, and verification requirements for the ATCT during normal business days and hours from Queen Creek, AZ. All after hour responses will be coordinated between the Contractor and SVE.
- D. Any and all obstruction lighting associated with the AWOS sensor equipment, towers, and/ or antennas, are NOT part of this Agreement.
- E. Any additional spares, components, specialized test equipment and fixtures and parts that are not provided at the site by the SVE are subject to availability and procurement from the manufacture(s) or other sources. Service restoration will be subject to and vary according to availability, procurement, delivery and installation

necessary for such spares, components, and parts. Everest Communications will use all available resources to locate and procure replacement items. If replacement items are no longer available, then equipment replacement may be required.

- F. The SVE will provide Contractor authority to both issue and cancel any and all necessary FAA NOTAMS associated only with the operation of the before mentioned equipment described in the Scope of this Contract for the AWOS.
- G. Contractor will schedule the SVE AWOS annual inspection to be in the months of XXX/XXXX each year and the Tri-annual inspections to be in the months of XXXX/XXXX and XXXX/XXXX.
- H. Contractor will provide at no cost to the SVE, over the telephone and/ or e-mail assistance to personnel present on site, such as airport operations person(s) to resolve abnormal issues, failures, etc. and where possible to effect, repairs and/ or temporary work around repairs, or gain initial failure diagnosis.
- I. Contractor will perform all scheduled work items 1 & 2 (see below) per the applicable maintenance Manual(s), FAA AWOS Advisory Circular 150/5220-16E, and FAA nonFed Orders.
- J. Should Everest Communications, on the initial inspection, find the SVE AWOS to not be up to normal maintenance standards as defined in item "I" above and/ or not in good working order then Items 3, 6, 7, & 8 below shall apply to restore the system to normal standards.

### **CONFIGURATUION CHANGES/ MODIFICATIONS**

From time to time the FAA and/ or the equipment manufacturer(s) may determine that modifications or configuration changes are necessary. The Contractor, in accordance with this Contract, shall make all modifications or configuration changes as required at labor rates for non-scheduled work per this contract

### **PAYMENT**

In consideration of the services in this Agreement, the SVE agrees to pay Contractor as follows:

#### RATES FOR SCHEDULED WORK:

##### SVE AWOS

- 1. FAA annual verification and inspection (includes transportation charge). The transportation charge does not include any overnight lodging, vehicle rental\*, and meals, which will be charged as required, per Item 7 below (1 required per Year)-----\$1,785.00 each.
- 2. Tri-Annual verification and inspection (includes transportation charge). The transportation charge does not include any overnight lodging, vehicle rental\*, and meals, which will be charged as required, per Item 7 below (2 required per Year) -----\$1,625.00 each.
- 3. Any consumable materials or supplies utilized, components, boards, and/ or parts replaced with verification and inspections will be invoiced to the SVE at Contractor's cost plus a 15% handling charge.

#### RATES FOR NON-SCHEDULED WORK:

##### SVE AWOS

- 4. Maintenance and/ or additional requirement to be present at the site (callout during normal business days, Monday – Friday from 0800 - 1700 Hrs.-----\$110.00 per hour at site.
- 5. Maintenance and/or additional requirement to be present at the site (callout during nights, 1701 – 0759 Hrs. and weekends-----\$110.00 per hour at site.
- 6. Transportation charge for any unscheduled maintenance and/ or additional requirement to be present at the site (not a part of any scheduled work such as annual inspections) shall be \$890.00. Transportation charge



does not include any overnight lodging, vehicle\*, and meals, which will be charged as required per Item 7 below.

7. Remain overnight (RON). Should any maintenance trip and/ or additional requirement to be present at the site require the technician to remain at SVE overnight then all normal expenses (lodging, meals, and local transportation) would be considered directly reimbursable and invoiced at cost, to the SVE.
8. All normal maintenance components, boards, and/ or parts will be invoiced to the DOA at Contractor's cost plus a 15% handling charge. Any configuration changes, modifications, and/ or upgrades components, boards, and/ or parts will be quoted at the time of consideration and will reflect one time, stand alone pricing.
9. Restoration and return to service from a failure of the SVE AWOS is subject to the availability of loaner equipment, replacement equipment, boards, and parts from the manufacture(s) or other sources. Contractor will expedite this process as best as possible.
10. Contractor will provide at no cost to the SVE, over the telephone and/ or e-mail assistance with personnel present on site, such as an airport operations person(s) and ATC person(s), to resolve abnormal issues, failures, etc. and where possible to effect, repairs and/ or temporary work around repairs, or gain initial failure diagnosis.
11. Shop, bench, and/ or office assistance support time considered above and beyond normal contract requirements-----\$95.00 per hour.
12. Clerical, shipping, and/ or office work requested-----\$80.00 per hour.
13. Management, engineering or technical assistance and/ or consulting services for upgrades, changes to equipment and/ or relocation of equipment-----\$110.00 per hour.
14. Non-available equipment, components, parts, and pieces from the manufacture(s) search and location charge-----\$80.00 per hour.
15. FCC licensing, consultation, coordination, and FAA frequency liaison-----\$110.00 per hour.
16. Configuration changes, modifications, and/ or upgrades. From time to time the FAA and/ or the equipment manufacture(s) may determine that configuration changes, modifications and/ or upgrades are necessary. Any configuration changes, modifications, and/ or upgrades components, boards, and/ or parts will be quoted at the time of consideration and will reflect one-time, standalone pricing. Everest Communications will make all modifications or configuration changes at maintenance and/ or additional requirement to be present at the site rates per item 4 and/ or 5 above.

#### PAYMENT TERMS AND INVOICING PROCEDURES:

Monthly Invoicing, Net 30. Late charge of 3.5% or \$50.00, which ever is the greater, shall apply to any outstanding invoice over 30 days old. All Invoicing shall be paperless sent via e-mail utilizing .pdf files. The following person shall be the designated contact for receipt of invoices on behalf of the SVE:

|                |                  |
|----------------|------------------|
| Printed Name   | Title            |
| E-mail address | Telephone Number |

#### **CONTRACT EXTENSION**

The Contract will automatically be extended for two (2) additional one (1) year period(s) of XXXX to XXXX and XXXX to XXXX, for a total contract period to not exceed three (3) years from initial commencement. Any modification, or extension(s) beyond the total contract period shall be by formal written amendment and executed by the parties hereto, thirty (30) days prior to any termination date.

## TERMINATION

Either party may terminate this Contract at any time by serving upon the other forty-five (45) days advance written notice of such intent to terminate. Should the SVE choose to terminate the contract any and all outstanding payments for services rendered, prior to the date of termination, shall be paid to the Contractor.

## NOTICES

Any notice required or permitted to be given under this Contract shall be in writing and shall be served in person, via certified USPO mail, via signature required means by commercial carriers (Fedex or UPS) or via electronic means with acknowledged receipt, upon the other party as follows:

SVE:

Susanville Airport  
Attn: Steve Datama  
471-920 Johnstonville Road #10  
Susanville, CA 96130  
530-257-2030  
sve@fontiernet.net

Contractor:

Everest Communications  
Attn: Ron King, Owner  
17208 E. Chestnut Dr.  
Queen Creek, AZ 85142  
480-294-0216  
everest.communications@cox.net

## ENTIRE CONTRACT

This document constitutes the entire Contract between the parties and shall not be modified, amended, altered or changed except through a written amendment, signed by the parties.

IN WITNESS THEREOF, the parties have affixed their signatures to this Contract on the date(s) entered below.

**SVE:**

Susanville Airport

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Contractor:**

Everest Communications

\_\_\_\_\_  
Signature

Ron King

Owner

Date: XXXXXX



## DBT TRANSPORTATION AVIATION SUPPORT AND MAINTENANCE SERVICES ORDER SUMMARY

| Contracted Party:                                                                                                                                                                                                                                                                             | Serviced Customer Location:                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name:</b> City of Susanville<br><b>Street:</b> 66 N. Lassen Street<br><b>City:</b> Susanville<br><b>State:</b> CA<br><b>Zip:</b> 96130<br><b>Contact Name:</b> Please provide info in blank fields<br><b>Contact Email:</b><br><b>Contact Phone:</b> 530/530-1050<br><b>Invoice Email:</b> | <b>Name:</b> Susanville Municipal Airport (SVE)<br><b>Street:</b> 471-920 Johnstonville Road #10<br><b>City:</b> Susanville<br><b>State:</b> CA<br><b>Zip:</b> 96130<br><b>Contact Name:</b> Steve Datama<br><b>Contact Email:</b> SVE@Frontiernet.net<br><b>Contact Phone:</b> 630-257-2030 |

The Effective Date of this Agreement starts on 3/1/24.

The Term of this Agreement shall be for a period of 1 year(s) from Effective Date.

| SERVICES                                                             |        |
|----------------------------------------------------------------------|--------|
| <input checked="" type="checkbox"/> Periodic/ Pre-Season Maintenance |        |
| <input type="checkbox"/> Equipment Restoration                       | Select |
| <input type="checkbox"/> Data Services – NADIN                       | Select |
| <input type="checkbox"/> Data Services - ALIS                        |        |
| <input type="checkbox"/> Data Services - RCR                         |        |
| <input type="checkbox"/> Other Data Services                         |        |

| AIRPORT WEATHER EQUIPMENT                | MANUFACTURER | MODEL | INSPECTION FREQUENCY                    | ANNUAL DATE |
|------------------------------------------|--------------|-------|-----------------------------------------|-------------|
| AWOS <input checked="" type="checkbox"/> | Select       | III   | Tri Annual                              |             |
| DME <input type="checkbox"/>             | Select       |       | Select                                  |             |
| GS <input type="checkbox"/>              | Select       |       | Select                                  |             |
| LOC <input type="checkbox"/>             | Select       |       | Select                                  |             |
| VOR <input type="checkbox"/>             | Select       |       | Select <input type="button" value="v"/> |             |





## DBT TRANSPORTATION AVIATION SUPPORT AND MAINTENANCE SERVICES ORDER SUMMARY

| WEATHER/NAVAID EQUIPMENT                  | MANUFACTURER | MODEL  | FREQUENCY | ANNUAL DATE |
|-------------------------------------------|--------------|--------|-----------|-------------|
| Markers <input type="checkbox"/>          | Select       | Select | Select    |             |
| NDB <input type="checkbox"/>              | Select       |        | Select    |             |
| RVR <input type="checkbox"/>              | Select       |        | Select    |             |
| RWIS Runway/Road <input type="checkbox"/> | Select       | Select | Select    |             |

|                                     | AIRFIELD EQUIPMENT   | FREQUENCY | NOTES |
|-------------------------------------|----------------------|-----------|-------|
| <input type="checkbox"/>            | Approach Lighting    |           |       |
| <input type="checkbox"/>            | Bolt Torquing        |           |       |
| <input type="checkbox"/>            | CCR PMA              |           |       |
| <input type="checkbox"/>            | Control Tower        |           |       |
| <input type="checkbox"/>            | Moventor Skiddometer |           |       |
| <input checked="" type="checkbox"/> | PAPI/VASI            |           |       |

| PRICING            |             | BILLED |
|--------------------|-------------|--------|
| Annual Fee         |             |        |
| Pricing Year One   | \$ 5,870.00 | Select |
| Pricing Year Two   | \$          | Select |
| Pricing Year Three | \$          | Select |
| Pricing Year Four  | \$          | Select |
| Pricing Year Five  | \$          | Select |
| Contract Total     | \$ 5,870.00 |        |

| FEE SCHEDULE           |                                                 |
|------------------------|-------------------------------------------------|
| Unplanned Outage Fee   | \$ 1780 per day (lightning strike, bird strike) |
| Facility Visit Fee     | \$ 1780 per day                                 |
| Holiday Visit Fee      | \$ 700 additional per day                       |
| Cancellation/Delay Fee | \$ 700 per day                                  |



## DBT TRANSPORTATION AVIATION SUPPORT AND MAINTENANCE SERVICES ORDER SUMMARY

### STATEMENT OF WORK, ADDITIONAL TERMS & ATTACHMENTS

- ☒ Airfield Lighting Statement of Work
- ☒ AWOS & Navaid Statement of Work
- ☐ Data Services Statement of Work
- ☒ DBT Terms and Conditions
- ☐ RWIS Maintenance Statement of Work
- ☐ Additional Notes and Attachments

This Order Summary is part of the DBT Support and Maintenance Services Agreement ("Service Agreement") between DBT and Customer. The Service Agreement consists of this Summary and each listed attachment. By signing this Order Summary, the parties signify that they have read, understand, and agree to be bound by all the terms and conditions of the Service Agreement.

#### **DBT Transportation Services**

**By:** *Barbara Baca*

**Title:** Sales Manager

**Date:** 1/30/24

#### **Contracted Party**

**By:**

**Title:**

**Date:**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Marci Rojas, Public Works

**Action Date:** March 20, 2024

**SUBJECT:** Consider purchase of Hangar #33 at the Susanville Municipal Airport

**PRESENTED BY:** Bob Godman, Public Works Director

**SUMMARY:** As part of the agreement between the city of Susanville and those currently owning hangars at the Susanville Municipal Airport, the city has first right of refusal when a current owner decides to sell his/her hangar. At this time, Terence & Vicki Howard, owner of Hangar #33 submitted a notice of intent to sell said hangar for \$100,000. Hangar #33 is 3,600 square feet.  
The anticipated return on investment is 34-35 years for the purchase of the hanger assuming a renter was obtained immediately, minimal repairs were required, and annual rent of \$2,400.00 was collected.

**FISCAL IMPACT:** \$100,000 if purchased

**ACTION REQUESTED:** Provide direction to staff

**ATTACHMENTS:**  
[Hangar Map.pdf](#)  
[T Howard hgr 33 intent to sell.pdf](#)  
[ROI HANGAR 33.pdf](#)

MAIN RUNWAY 11-29

TAXIWAY A

NEW TAXIWAY E

TAXIWAY B

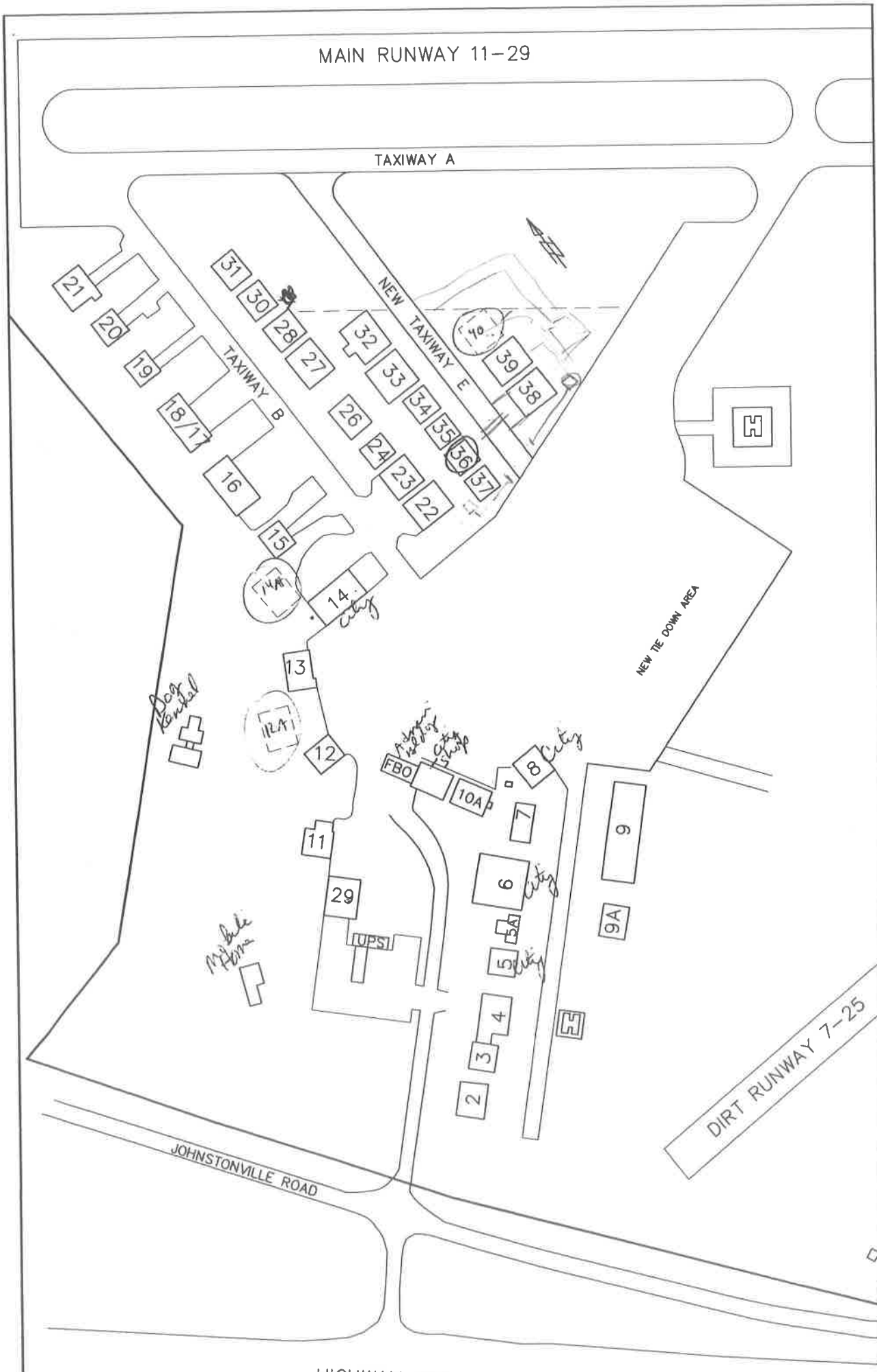
NEW TIE DOWN AREA

DIRT RUNWAY 7-25

JOHNSTONVILLE ROAD

HIGHWAY 395

MARCH 27, 2007



February 26, 2024

Terence A Howard

Vicki J Howard

713-300 Mariah Way

Janesville, CA 96114

Ph. 530-253-2245 Home

661-477-7354 Mobile

City of Susanville

66 North Lassen Street

Susanville, CA 96130

Re: Intent to sell Hangar 33 at Susanville Municipal Airport

Dear City of Susanville,

We have accepted a sales deposit for Hangar 33. We are offering the City of Susanville, first option to purchase, as per our current hangar lease agreement.

Our understanding is that this notification needs to go through the Airport Board of Commissioner's for acceptance or sale approval.

Please communicate our intentions to the appropriate parties.

Thank you.

Sincerely yours,



Terence and Vicki Howard

P.S.: Sales price is \$100,000. <sup>2AA</sup>

cc: Steve Datema – Susanville Airport Manager

|                       |                                |                                                    |          |          |          |           |           |           |           |           |           |           |           |           |            |  |
|-----------------------|--------------------------------|----------------------------------------------------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|--|
| PURCHASE PRICE :      | \$ 100,000.00                  | ANTICIPATED RETURN ON INVESTMENT AIRPORT HANGAR 33 |          |          |          |           |           |           |           |           |           |           |           |           |            |  |
| YEARS                 | 1                              | 2                                                  | 3        | 4        | 5        | 10        | 15        | 16        | 17        | 18        | 19        | 20        | 33        | 34        | 35         |  |
|                       | COSTS ESCALATED AT 2% ANNUALLY |                                                    |          |          |          |           |           |           |           |           |           |           |           |           |            |  |
| ESTIMATED RENT INCOME | \$ 2,400                       | \$ 2,448                                           | \$ 2,497 | \$ 2,547 | \$ 2,598 | \$ 2,868  | \$ 3,167  | \$ 3,230  | \$ 3,295  | \$ 3,361  | \$ 3,428  | \$ 3,496  | \$ 4,523  | \$ 4,613  | \$ 4,706   |  |
| MAINTENENACE EXPENSES | \$ 505                         | \$ 515                                             | \$ 506   | \$ 516   | \$ 507   | \$ 519    | \$ 512    | \$ 522    | \$ 513    | \$ 523    | \$ 514    | \$ 524    | \$ 517    | \$ 517    | \$ 517     |  |
| NET ANNUAL REVENUE    | \$ 1,895                       | \$ 1,933                                           | \$ 1,991 | \$ 2,031 | \$ 2,091 | \$ 2,349  | \$ 2,655  | \$ 2,708  | \$ 2,782  | \$ 2,837  | \$ 2,914  | \$ 2,972  | \$ 4,006  | \$ 4,096  | \$ 4,189   |  |
| CUMMULATIVE REVENUE   | \$ 1,895                       | \$ 3,828                                           | \$ 5,819 | \$ 7,850 | \$ 9,940 | \$ 21,159 | \$ 33,809 | \$ 36,517 | \$ 39,299 | \$ 42,136 | \$ 45,050 | \$ 48,022 | \$ 93,640 | \$ 97,737 | \$ 101,925 |  |
| ROI                   | 2%                             | 4%                                                 | 6%       | 8%       | 10%      | 21%       | 34%       | 37%       | 39%       | 42%       | 45%       | 48%       | 94%       | 98%       | 102%       |  |

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Bob Godman, Public Works

**Action Date:** March 20, 2024

**SUBJECT:** Consider **Resolution No. 24-6292**, authorizing the Parks Division to purchase new bleachers for the Pat Murphy Little League Fields and further authorizes the Finance Director to adjust the budget as necessary.

**PRESENTED BY:** Bob Godman, Public Works Director

**SUMMARY:** On June 20,2024 a car crashed into one of the sets of bleachers at Pat Murphy Little League Fields causing irreparable damage to the bleachers. Staff has been trying to work with the driver's insurance company to pay for the replacement, but would like to have the bleachers replaced before the Little League season starts. So staff is asking for a budget adjustment to purchase new bleachers, while the City Clerk continues to work on getting payment from the driver's insurance company. Staff has received three quotes with the best quote being from On Deck Sports out of Randolph Massachusetts.

**FISCAL IMPACT:** Increase of \$14,650.00 expense/transfer to the community services fund with a possible insurance reimbursement.

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6292, authorizing the Parks Division to purchase new bleachers for the Pat Murphy Little League Fields and further authorizes the Finance Director to adjust the budget as necessary.

**ATTACHMENTS:**  
[Little League Bleachers quote 2.pdf](#)  
[24-6292.pdf](#)



# Quote

15 Pacella Park Dr, Suite 240  
 Randolph, MA 02368  
 Phn: 800.365.6171  
 Fax: 508.580.0211  
 www.OnDeckSports.com  
 800.365.6171

| Date     | Quote #   |
|----------|-----------|
| 3/6/2024 | QT5398307 |

| Bill To                                                                             |
|-------------------------------------------------------------------------------------|
| City of Susanville Park & Rec (CA)<br>66 North Lassen Street<br>Susanville CA 96130 |

| Ship To                                                                             |
|-------------------------------------------------------------------------------------|
| City of Susanville Park & Rec (CA)<br>66 North Lassen Street<br>Susanville CA 96130 |

| Product Quote Expires | Shipping Quote Expires In | Sales Rep        | Phone # |
|-----------------------|---------------------------|------------------|---------|
| 4/5/2024              | 5 days                    | Scott Cunningham |         |

| Memo |
|------|
|      |

| Item   | Quantity | Units | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Options | Rate      | Amount    |
|--------|----------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------|-----------|
| BL7771 | 1        | EA    | VIP Bleachers - 10-Row 15' standard railing without aisles<br><br>Customer is responsible for unloading the products off the freight truck at the time of delivery.<br>This is shipping to a Non-Commercial address like a school, residence, field, etc. If initial delivery attempt is missed, a redelivery fee may apply.<br><br>Any added services like lift gate, change of address, inside delivery, etc. must be agreed to in writing and paid for before they will be authorized. |         | 11,187.99 | 11,187.99 |

|                                   |             |
|-----------------------------------|-------------|
| Subtotal                          | 11,187.99   |
| Shipping Cost (Standard Shipping) | 2,506.00    |
| Total Tax                         | 923.01      |
| Total                             | \$14,617.00 |

We look forward to doing business with you.

Customer returns will require an On Deck Sports return authorization number. In addition, such returns will be subject to a freight charge to return the product to On Deck Sports and a restocking fee.

On Deck Sports does not accept returns on used turf and certain custom products. For further details related to On Deck Sports return policies refer to our website at [www.ondecksports.com/returns](http://www.ondecksports.com/returns).





**AGENDA ITEM NO. 9.E**  
**Action Item**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Dan Newton, Administrative Services

**Action Date:** March 20, 2024

**SUBJECT:** Consider **Resolution No. 24-6295**, authorizing the City Administrator to execute an agreement with Sean Bittle Turf and Irrigation and increase the Golf Course Budget by \$12,000.00 for FY 23/24.

**PRESENTED BY:** Dan Newton, City Administrator

**SUMMARY:** The Diamond Mountain Golf Course has a complex and aging irrigation system. To help ensure that turf at the golf course is in the best playing condition, given the city's limited resources, it is important to hire an experienced and qualified irrigation contractor. Sean Bittle, turf and irrigation has provided a proposal to perform specific tasks for a cost not to exceed \$4,000 / month for the months of April, May, June, July, August, September, and October. Seven months at \$4,000 a month is \$28,000 per year. The proposed agreement will cover the remainder of the 23/24 fiscal year (April 2024- June 2024) and the entirety of next fiscal year (July 2024- October 2024 and April 2025- June 2025), for a total cost not to exceed \$40,000 for the scope of described in the attached proposal.  
Staff is requesting authority to include an additional \$10,000 contingency amount in the contract for additional items that may arise that are outside the scope of work identified in the attached proposal. These items would be approved by task order as necessary, subject to budget availability. If the contingency is approved, the total "not to exceed" amount for the contract will be \$50,000.

**FISCAL IMPACT:** Budget increase needed for the remainder of the Fiscal Year for \$12,000.

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6295, authorizing the City Administrator to execute an agreement with Sean Bittle Turf and Irrigation and increase the Golf Course Budget by \$12,000.00 for FY 23/24.

**ATTACHMENTS:**  
[Golf Course Proposal.docx](#)  
[24-6295.pdf](#)

# Irrigation Maintenance, Repair and Golf Course Fertilization Proposal

Sean Bittle Turf & Irrigation

PO Box 401

Standish, CA 96128

CA License 990313

Diamond Mt Golf Course - City of Susanville

470-895 Circle Drive

Susanville, CA 96130

This proposal is for labor performed at Diamond Mt Golf Course April through October by Sean Bittle Turf & Irrigation. The City of Susanville shall supply all materials to include but not limited to electric valve-in-head sprinklers, block sprinklers, pipe, fittings, valves, fertilizer, insecticide, fungicide and weeding agents. Work will be performed on an as needed basis relative to the contract amount. Sean Bittle Turf & Irrigation shall perform golf course irrigation maintenance, repair and golf course fertilization, insecticide, fungicide and weeding agent applications at Diamond Mt Golf Course to include:

- Irrigation system startup in spring and winterization in fall
- Irrigation system checks as needed throughout the irrigation season
- Pump and pump station operation and maintenance
- Programming and adjustments to the irrigation central control system
- Programming and adjustments to the four stand alone irrigation controllers
- Irrigation satellite and controller maintenance, repair and replacement
- Electric valve in head and block sprinkler maintenance, repair and replacement
- Irrigation main-mainline, sub-mainline, lateral and shutoff valve repair and replacement
- In the event of involved main-mainline repairs the City of Susanville Water Department (if available) shall assist to reduce cost
- Hand watering of golf greens
- Spot watering of golf course turfgrass
- Fertilization of golf course (golf course – 11 tons/golf greens – 1 ton)
- Granular application of fungicide, insecticide and weeding agent

Monthly labor cost - \$4000

Total labor annual cost - \$28000



**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Dan Newton, Administrative Services

**Action Date:** March 20, 2024

**SUBJECT:** City Council Meeting Cancellation April 17, 2024

**PRESENTED BY:** Dan Newton, City Administrator

**SUMMARY:** Two councilmembers and the city administrator are scheduled to attend the City Leader's Summit in Sacramento, April 17th through April 19th. The City Council may wish to cancel the April 17 meeting, postpone it to an alternate date, or leave it as scheduled. Staff is seeking discussion and direction.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Direction to staff

**ATTACHMENTS:**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Dan Newton, Administrative Services

**Action Date:** March 20, 2024

**SUBJECT:** Authorize the use of Civic Contribution funds / City Council discretionary funds

**PRESENTED BY:** Dan Newton, City Administrator

**SUMMARY:** Per the City's Civic Contribution Policy, Civic contributions are defined as financial contributions to events, individuals, charities, or other activities that provide a benefit to the community. Each councilmember is provided \$1,000 annually, to be used at their discretion, upon majority vote of the council as voted on at a properly noticed council meeting. Councilmember Stafford previously used \$550 of his discretionary fund allotment to purchase a picnic table for the Lassen County Fairgrounds.

Councilmember Stafford has \$450 remaining in his discretional fund and has requested it go to the Lassen County Chamber of Commerce.

**FISCAL IMPACT:** \$450.00 in remaining discretionary funds.

**ACTION REQUESTED:** Motion to approve the use of civic contribution / discretionary funds as requested.

**ATTACHMENTS:**

**AGENDA ITEM NO. 12.A**  
**Action Item**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Kelly Mumper, Building & Planning Division

**Action Date:** March 20, 2024

**SUBJECT:** Consider **Resolution No. 24-6293**, authorizing the City Administrator to execute an agreement for professional services with Mintier-Harnish to assist in the update of the general plan's Housing and Safety elements, including the required environmental clearance and to authorize the Finance Director to adjust the planning budget as necessary; or  
Consider **Resolution No. 24-6294**, authorizing the City Administrator to execute an agreement for professional services with Mintier-Harnish to assist in the comprehensive update of the General plan's Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and implementation program chapters in the existing General Plan elements, including the required environmental clearance and to authorize the Finance Director to adjust the planning budget as necessary.

**PRESENTED BY:** Kelly Mumper, City Planner

**SUMMARY:** **Option A:** The City of Susanville has completed solicitation via proposals from qualified consulting firms or individuals to assist in the update of its Housing and Safety Elements. The City of Susanville has two other General Plan elements open at this time (Land Use and Circulation) and the final adoption of the two updates is tentatively scheduled for the March 20, 2024, regularly scheduled City Council Meeting. Furthermore, State Law requires the City of Susanville to update its Safety element when two or more elements are opened for updates. The Housing element is required to be adopted and certified by the Housing and Community Development Department by June 2024. The proposed work in option A only includes the Housing and Safety element and the required environmental clearance. The total cost of Option A is **\$292,180.00**.

**Option B:** The City of Susanville has completed solicitation via proposals from qualified consulting firms or individuals to assist in the comprehensive update to the *City of Susanville General Plan 1990-*

2010, Specifically, the comprehensive update is more robust than Option A, and includes Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and implementation program chapters in the existing General Plan elements, including the required environmental clearance. The total cost of Option B is **\$399,530.00**.

**Grant Funding:** The City of Susanville is currently utilizing an SB2 Grant for the Land Use and Circulation Element updates in the amount of **\$160,000.00** and a LEAP Grant to assist with Zoning Ordinance updates to the City of Susanville Municipal Code pertaining to Accessory Dwelling Units and Density Bonus, Reasonable Accommodations, and Objective Design Standards for Multi-Family Housing Projects. The LEAP grant funding is **\$62,945.53**. Both of these grant funding sources are at the end of their grant cycle, so no further funding is available from these sources at this time. To date, the City of Susanville has utilized **\$222,945.53** in State Grant Funding for General Plan Updates and Zoning Ordinance Amendments since 2020.

Staff has researched other Grant opportunities for this effort but unfortunately most grants are between many of the available grant cycle award periods. Specifically, LEAP, SB-2, Regional Early Action Planning (REAP), and USDA, were all considered but application submittal and award periods have ended.

**FISCAL IMPACT:**

**Option A:** \$292,180.00

**Option B:** \$399,530.00

**ACTION REQUESTED:**

Motion to approve **Resolution No. 24-6293**, authorizing the City Administrator to execute an agreement for professional services with Mintier- Harnish to assist in the update of the general plan's Housing and Safety elements, including the required environmental clearance and to authorize the Finance Director to adjust the planning budget as necessary; or

Motion to approve **Resolution No. 24-6294**, authorizing the City Administrator to execute an agreement for professional services with Mintier- Harnish to assist in the comprehensive update of the General plan's Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and implementation program chapters in the existing General Plan elements, including the required environmental clearance and to authorize the Finance Director to adjust the planning budget as necessary.

**ATTACHMENTS:**

[SUSGP\\_Revised\\_Budget\\_2024\\_02\\_28\\_BG.pdf](#)

[RFP-Housing Element-General Plan Update.pdf](#)



Mintier Harnish\_Susanville GPU Proposal\_FINAL.pdf  
24-6293.pdf  
24-6294.pdf

# Proposal Cost Estimate <sup>(1)(2)</sup>

## Mintier Harnish

| Phases,<br>Tasks                                               | SUSANVILLE GENERAL PLAN UPDATE                                           | MINTIER HARNISH            |                               |                                        |                   |                    |                        |                |                |
|----------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------|-------------------------------|----------------------------------------|-------------------|--------------------|------------------------|----------------|----------------|
|                                                                |                                                                          | HARNISH<br>Project Advisor | B. GIBBONS<br>Project Manager | M. GIBBONS<br>Asst. Project<br>Manager | LESTER<br>HE Lead | WOOSLEY<br>Planner | Support/Administrative | Subtotal Hours | Subtotal Costs |
| Description                                                    |                                                                          |                            |                               |                                        |                   |                    |                        |                |                |
| Phase 1                                                        | Project Initiation                                                       |                            |                               |                                        |                   |                    |                        |                |                |
| Task 1.1                                                       | Request for Information (RFI)                                            |                            | 2                             | 2                                      | 2                 |                    |                        | 6              | \$1,340        |
| Task 1.2                                                       | Project Kick-off                                                         |                            | 12                            |                                        | 12                | 4                  |                        | 28             | \$6,220        |
| Task 1.3                                                       | Newsletter #1: Project Overview                                          |                            | 2                             | 2                                      |                   | 8                  |                        | 12             | \$2,320        |
| Task 1.4                                                       | Diagnostic Document Review                                               | 2                          | 2                             | 2                                      | 2                 |                    |                        | 8              | \$1,900        |
| Task 1.5                                                       | General Plan Elements Audit                                              |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Subtotal                                                       |                                                                          | 2                          | 18                            | 6                                      | 16                | 12                 | 0                      | 54             | \$11,780       |
| Phase 2                                                        | Project Management and Coordination                                      |                            |                               |                                        |                   |                    |                        |                |                |
| Task 2.1                                                       | Project Management and Coordination                                      | 12                         | 40                            |                                        | 24                |                    | 80                     | 156            | \$29,600       |
| Subtotal                                                       |                                                                          | 12                         | 40                            | 0                                      | 24                | 0                  | 80                     | 156            | \$29,600       |
| Phase 3                                                        | Community Outreach and Engagement                                        |                            |                               |                                        |                   |                    |                        |                |                |
| Task 3.1                                                       | Community Engagement Strategy                                            |                            | 2                             | 2                                      | 4                 |                    |                        | 8              | \$1,760        |
| Task 3.2                                                       | Project Branding and Logo                                                |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Task 3.3                                                       | Website and Online Engagement                                            |                            |                               | 4                                      | 4                 | 6                  | 20                     | 34             | \$5,530        |
| Task 3.4                                                       | Stakeholder Interviews                                                   |                            |                               |                                        | 16                | 20                 |                        | 36             | \$6,860        |
| Task 3.5                                                       | Focus Group Meeting #1                                                   |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Task 3.6                                                       | Planning Commission and City Council Joint Study Session                 |                            |                               | 12                                     | 12                |                    |                        | 24             | \$5,040        |
| Subtotal                                                       |                                                                          | 0                          | 2                             | 18                                     | 36                | 26                 | 20                     | 102            | \$19,190       |
| Phase 4                                                        | Housing Element                                                          |                            |                               |                                        |                   |                    |                        |                |                |
| Task 4.1                                                       | Community Workshop #1: Housing Concerns and Needs                        |                            | 4                             |                                        | 8                 |                    |                        | 12             | \$2,680        |
| Task 4.2                                                       | Focus Group Meeting #2                                                   |                            | 4                             |                                        | 6                 |                    |                        | 10             | \$2,260        |
| Task 4.3                                                       | Vacant and Underutilized Sites Assessment                                | 2                          | 2                             | 4                                      | 40                | 24                 |                        | 72             | \$14,500       |
| Task 4.4                                                       | Focus Group Meeting #3                                                   |                            | 4                             |                                        | 6                 |                    |                        | 10             | \$2,260        |
| Task 4.5                                                       | Community Workshop #2: Vacant and Underutilized Sites Assessment         |                            |                               |                                        | 18                | 16                 |                        | 34             | \$6,580        |
| Task 4.6                                                       | Focus Group Meeting #4                                                   |                            | 4                             |                                        | 6                 |                    |                        | 10             | \$2,260        |
| Task 4.7                                                       | Planning Commission and City Council Joint Study Session                 |                            | 2                             |                                        | 6                 |                    |                        | 8              | \$1,760        |
| Task 4.8                                                       | Administrative Draft Housing Element                                     | 6                          | 10                            | 8                                      | 56                | 80                 |                        | 160            | \$31,620       |
| Task 4.9                                                       | Community Workshop #3: Affirmatively Furthering Fair Housing             |                            | 4                             |                                        | 8                 |                    |                        | 12             | \$2,680        |
| Task 4.10                                                      | Focus Group Meeting #5                                                   |                            | 4                             |                                        | 6                 |                    |                        | 10             | \$2,260        |
| Task 4.11                                                      | Public Review Draft Housing Element                                      | 4                          | 4                             | 4                                      | 10                |                    |                        | 22             | \$5,060        |
| Task 4.12                                                      | Newsletter #2: Public Review Draft Housing Element                       |                            | 2                             | 2                                      | 4                 | 8                  |                        | 16             | \$3,160        |
| Task 4.13                                                      | Community Workshop #4: Public Review Draft Housing Element               |                            | 8                             |                                        | 8                 | 8                  |                        | 24             | \$5,080        |
| Task 4.14                                                      | Planning Commission Study Session                                        |                            |                               |                                        | 12                | 8                  |                        | 20             | \$3,920        |
| Task 4.15                                                      | City Council Study Session                                               |                            |                               |                                        | 12                |                    |                        | 12             | \$2,520        |
| Task 4.16                                                      | HCD Review Draft Housing Element, HCD Checklists, and Transmittal to HCD | 2                          |                               |                                        | 8                 |                    |                        | 10             | \$2,240        |
| Task 4.17                                                      | Meeting with HCD                                                         | 2                          |                               |                                        | 2                 |                    |                        | 4              | \$980          |
| Task 4.18                                                      | Response to HCD Comments                                                 | 2                          |                               |                                        | 12                |                    |                        | 14             | \$3,080        |
| Subtotal                                                       |                                                                          | 18                         | 52                            | 18                                     | 228               | 144                | 0                      | 460            | \$94,900       |
| Phase 5                                                        | Safety Element Update                                                    |                            |                               |                                        |                   |                    |                        |                |                |
| Task 5.1                                                       | Draft the Element and Climate Vulnerability Assessment                   |                            | 2                             | 8                                      |                   |                    |                        | 10             | \$2,180        |
| Task 5.2                                                       | Prepare and Finalize Element                                             |                            | 4                             | 4                                      |                   |                    |                        | 8              | \$1,840        |
| Subtotal                                                       |                                                                          | 0                          | 6                             | 12                                     | 0                 | 0                  | 0                      | 18             | \$4,020        |
| Phase 6                                                        | Noise Element Update                                                     |                            |                               |                                        |                   |                    |                        |                |                |
| Task 6.1                                                       | Background Noise Monitoring / Community Noise Survey                     |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Task 6.2                                                       | Mapping of Future Noise Contours                                         |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Task 6.3                                                       | Preparation of Goals & Policies                                          |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Task 6.4                                                       | Preparation of Full Noise Element                                        |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Subtotal                                                       |                                                                          | 0                          | 0                             | 0                                      | 0                 | 0                  | 0                      | 0              | \$0            |
| Phase 7                                                        | Technical Updates to Remaining General Plan Elements                     |                            |                               |                                        |                   |                    |                        |                |                |
| Task 7.1                                                       | Administrative Draft General Plan Elements                               |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Task 7.2                                                       | Preliminary Review Draft Elements (Excluding the Housing Element)        |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Task 7.3                                                       | Public Review Draft Elements (Excluding the Housing Element)             |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Task 7.4                                                       | Planning Commission and City Council Joint Study Session                 |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Task 7.5                                                       | Agency Review of the Public Review Draft Elements                        |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Task 7.6                                                       | Revised Public Review Draft Elements                                     |                            |                               |                                        |                   |                    |                        | 0              | \$0            |
| Subtotal                                                       |                                                                          | 0                          | 0                             | 0                                      | 0                 | 0                  | 0                      | 0              | \$0            |
| Phase 8                                                        | CEQA Compliance                                                          |                            |                               |                                        |                   |                    |                        |                |                |
| Task 8.1                                                       | Prepare Initial Study and Environmental Assessment                       | 8                          | 4                             |                                        |                   |                    |                        | 12             | \$3,240        |
| Subtotal                                                       |                                                                          | 8                          | 4                             | 0                                      | 0                 | 0                  | 0                      | 12             | \$3,240        |
| Phase 9                                                        | Public Hearings and Adoption                                             |                            |                               |                                        |                   |                    |                        |                |                |
| Task 9.1                                                       | Planning Commission Hearing                                              |                            | 12                            |                                        | 12                |                    |                        | 24             | \$5,520        |
| Task 9.2                                                       | City Council Hearing                                                     |                            | 12                            |                                        | 12                |                    |                        | 24             | \$5,520        |
| Task 9.3                                                       | Final General Plan Documents                                             | 2                          | 8                             | 8                                      | 16                | 12                 |                        | 46             | \$9,700        |
| Subtotal                                                       |                                                                          | 2                          | 32                            | 8                                      | 40                | 12                 | 0                      | 94             | \$20,740       |
| TOTAL                                                          |                                                                          |                            |                               |                                        |                   |                    |                        |                |                |
| Total Hours                                                    |                                                                          | 42                         | 154                           | 62                                     | 344               | 194                | 100                    | 896            | -              |
| 2024 Billing Rates                                             |                                                                          | \$280                      | \$250                         | \$210                                  | \$210             | \$175              | \$140                  | -              | -              |
| Labor Subtotals                                                |                                                                          | \$11,760                   | \$38,500                      | \$13,020                               | \$72,240          | \$33,950           | \$14,000               | -              | \$183,470      |
| Direct Expenses (e.g., printing, travel, translation services) |                                                                          |                            |                               |                                        |                   |                    |                        |                | \$5,000        |
| TOTAL COST                                                     |                                                                          |                            |                               |                                        |                   |                    |                        |                | \$188,470      |

- 1) This represents a total not to exceed cost based on the provided scope of work.
- 2) The distribution of hours between firms, staff categories, and tasks are an estimate.  
While the total costs will not change, the distribution of hours/costs may vary depending on actual execution.
- 3) Labor rates are subject to change every January 1st, although this change will not change the total budget.

# Proposal Cost Estimate <sup>(1)(2)</sup>

## Mintier Harnish

| Phases,<br>Tasks                                               | SUSANVILLE GENERAL PLAN UPDATE<br><br>Description                        | PLANNING PARTNERS       |                |                | BOLLARD ACOUSTICAL CONSULTANTS |                      |                         |            |                |                |
|----------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------|----------------|----------------|--------------------------------|----------------------|-------------------------|------------|----------------|----------------|
|                                                                |                                                                          | Principal<br>Consultant | Subtotal Hours | Subtotal Costs | BOLLARD<br>Principal           | GOTCHET<br>Data Viz. | Associate<br>Consultant | Technician | SUBTOTAL HOURS | SUBTOTAL COSTS |
| Phase 1                                                        | Project Initiation                                                       |                         |                |                |                                |                      |                         |            |                |                |
| Task 1.1                                                       | Request for Information (RFI)                                            |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 1.2                                                       | Project Kick-off                                                         |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 1.3                                                       | Newsletter #1: Project Overview                                          |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 1.4                                                       | Diagnostic Document Review                                               |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 1.5                                                       | General Plan Elements Audit                                              |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Subtotal                                                       |                                                                          | 0                       | 0              | \$0            | 0                              | 0                    | 0                       | 0          | 0              | \$0            |
| Phase 2                                                        | Project Management and Coordination                                      |                         |                |                |                                |                      |                         |            |                |                |
| Task 2.1                                                       | Project Management and Coordination                                      |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Subtotal                                                       |                                                                          | 0                       | 0              | \$0            | 0                              | 0                    | 0                       | 0          | 0              | \$0            |
| Phase 3                                                        | Community Outreach and Engagement                                        |                         |                |                |                                |                      |                         |            |                |                |
| Task 3.1                                                       | Community Engagement Strategy                                            |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 3.2                                                       | Project Branding and Logo                                                |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 3.3                                                       | Website and Online Engagement                                            |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 3.4                                                       | Stakeholder Interviews                                                   |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 3.5                                                       | Focus Group Meeting #1                                                   |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 3.6                                                       | Planning Commission and City Council Joint Study Session                 |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Subtotal                                                       |                                                                          | 0                       | 0              | \$0            | 0                              | 0                    | 0                       | 0          | 0              | \$0            |
| Phase 4                                                        | Housing Element                                                          |                         |                |                |                                |                      |                         |            |                |                |
| Task 4.1                                                       | Community Workshop #1: Housing Concerns and Needs                        |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.2                                                       | Focus Group Meeting #2                                                   |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.3                                                       | Vacant and Underutilized Sites Assessment                                |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.4                                                       | Focus Group Meeting #3                                                   |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.5                                                       | Community Workshop #2: Vacant and Underutilized Sites Assessment         |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.6                                                       | Focus Group Meeting #4                                                   |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.7                                                       | Planning Commission and City Council Joint Study Session                 |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.8                                                       | Administrative Draft Housing Element                                     |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.9                                                       | Community Workshop #3: Affirmatively Furthering Fair Housing             |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.10                                                      | Focus Group Meeting #5                                                   |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.11                                                      | Public Review Draft Housing Element                                      |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.12                                                      | Newsletter #2: Public Review Draft Housing Element                       |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.13                                                      | Community Workshop #4: Public Review Draft Housing Element               |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.14                                                      | Planning Commission Study Session                                        |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.15                                                      | City Council Study Session                                               |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.16                                                      | HCD Review Draft Housing Element, HCD Checklists, and Transmittal to HCD |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.17                                                      | Meeting with HCD                                                         |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 4.18                                                      | Response to HCD Comments                                                 |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Subtotal                                                       |                                                                          | 0                       | 0              | \$0            | 0                              | 0                    | 0                       | 0          | 0              | \$0            |
| Phase 5                                                        | Safety Element Update                                                    |                         |                |                |                                |                      |                         |            |                |                |
| Task 5.1                                                       | Draft the Element and Climate Vulnerability Assessment                   |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 5.2                                                       | Prepare and Finalize Element                                             |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Subtotal                                                       |                                                                          | 0                       | 0              | \$0            | 0                              | 0                    | 0                       | 0          | 0              | \$0            |
| Phase 6                                                        | Noise Element Update                                                     |                         |                |                |                                |                      |                         |            |                |                |
| Task 6.1                                                       | Background Noise Monitoring / Community Noise Survey                     |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 6.2                                                       | Mapping of Future Noise Contours                                         |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 6.3                                                       | Preparation of Goals & Policies                                          |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 6.4                                                       | Preparation of Full Noise Element                                        |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Subtotal                                                       |                                                                          | 0                       | 0              | \$0            | 0                              | 0                    | 0                       | 0          | 0              | \$0            |
| Phase 7                                                        | Technical Updates to Remaining General Plan Elements                     |                         |                |                |                                |                      |                         |            |                |                |
| Task 7.1                                                       | Administrative Draft General Plan Elements                               |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 7.2                                                       | Preliminary Review Draft Elements (Excluding the Housing Element)        |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 7.3                                                       | Public Review Draft Elements (Excluding the Housing Element)             |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 7.4                                                       | Planning Commission and City Council Joint Study Session                 |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 7.5                                                       | Agency Review of the Public Review Draft Elements                        |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 7.6                                                       | Revised Public Review Draft Elements                                     |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Subtotal                                                       |                                                                          | 0                       | 0              | \$0            | 0                              | 0                    | 0                       | 0          | 0              | \$0            |
| Phase 8                                                        | CEQA Compliance                                                          |                         |                |                |                                |                      |                         |            |                |                |
| Task 8.1                                                       | Prepare Initial Study and Environmental Assessment                       | 216                     | 216            | \$29,160       |                                |                      |                         |            | 0              | \$0            |
| Subtotal                                                       |                                                                          | 216                     | 216            | \$29,160       | 0                              | 0                    | 0                       | 0          | 0              | \$0            |
| Phase 9                                                        | Public Hearings and Adoption                                             |                         |                |                |                                |                      |                         |            |                |                |
| Task 9.1                                                       | Planning Commission Hearing                                              |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 9.2                                                       | City Council Hearing                                                     |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Task 9.3                                                       | Final General Plan Documents                                             |                         | 0              | \$0            |                                |                      |                         |            | 0              | \$0            |
| Subtotal                                                       |                                                                          | 0                       | 0              | \$0            | 0                              | 0                    | 0                       | 0          | 0              | \$0            |
| TOTAL                                                          |                                                                          |                         |                |                |                                |                      |                         |            |                |                |
| Total Hours                                                    |                                                                          | 216                     | 216            | -              | 0                              | 0                    | 0                       | 0          | 0              | -              |
| 2024 Billing Rates                                             |                                                                          | \$135                   | -              | -              | \$275                          | \$225                | \$175                   | \$150      | -              | -              |
| Labor Subtotals                                                |                                                                          | \$29,160                | -              | \$29,160       | \$0                            | \$0                  | \$0                     | \$0        | -              | \$0            |
| Direct Expenses (e.g., printing, travel, translation services) |                                                                          |                         |                | \$350          |                                |                      |                         |            |                | \$0            |
| TOTAL COST                                                     |                                                                          |                         |                | \$29,510       |                                |                      |                         |            |                | \$0            |

1) This represents a total not to exceed cost based on the provided scope of work.

2) The distribution of hours between firms, staff categories, and tasks are an estimate.

While the total costs will not change, the distribution of hours/costs may vary depending on actual execution.

3) Labor rates are subject to change every January 1st, although this change will not change the total budget.

# Proposal Cost Estimate <sup>(1)(2)</sup>

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| Phases,<br>Tasks                                               | Description                                                              | DYNAMIC PLANNING AND SCIENCE |                          |                      |                               |                |                | TOTAL COSTS |
|----------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------|--------------------------|----------------------|-------------------------------|----------------|----------------|-------------|
|                                                                |                                                                          | Ethan Mobley<br>Principal    | Brian Greer<br>Data Viz. | Raimi Ott<br>Planner | Alex Krebs<br>Data Viz. Assoc | SUBTOTAL HOURS | SUBTOTAL COSTS |             |
| <b>Phase 1</b>                                                 | <b>Project Initiation</b>                                                |                              |                          |                      |                               |                |                |             |
| Task 1.1                                                       | Request for Information (RFI)                                            |                              |                          |                      |                               | 0              | \$0            | \$1,340     |
| Task 1.2                                                       | Project Kick-off                                                         | 4                            |                          |                      |                               | 4              | \$700          | \$6,920     |
| Task 1.3                                                       | Newsletter #1: Project Overview                                          |                              |                          |                      |                               | 0              | \$0            | \$2,320     |
| Task 1.4                                                       | Diagnostic Document Review                                               |                              |                          |                      |                               | 0              | \$0            | \$1,900     |
| Task 1.5                                                       | General Plan Elements Audit                                              |                              |                          |                      |                               | 0              | \$0            | \$0         |
| <b>Subtotal</b>                                                |                                                                          | 4                            | 0                        | 0                    | 0                             | 4              | \$700          | \$12,480    |
| <b>Phase 2</b>                                                 | <b>Project Management and Coordination</b>                               |                              |                          |                      |                               |                |                |             |
| Task 2.1                                                       | Project Management and Coordination                                      | 8                            | 8                        |                      |                               | 16             | \$2,720        | \$32,320    |
| <b>Subtotal</b>                                                |                                                                          | 8                            | 8                        | 0                    | 0                             | 16             | \$2,720        | \$32,320    |
| <b>Phase 3</b>                                                 | <b>Community Outreach and Engagement</b>                                 |                              |                          |                      |                               |                |                |             |
| Task 3.1                                                       | Community Engagement Strategy                                            |                              |                          |                      |                               | 0              | \$0            | \$1,760     |
| Task 3.2                                                       | Project Branding and Logo                                                |                              |                          |                      |                               | 0              | \$0            | \$0         |
| Task 3.3                                                       | Website and Online Engagement                                            |                              |                          |                      |                               | 0              | \$0            | \$5,530     |
| Task 3.4                                                       | Stakeholder Interviews                                                   |                              |                          |                      |                               | 0              | \$0            | \$6,860     |
| Task 3.5                                                       | Focus Group Meeting #1                                                   |                              |                          |                      |                               | 0              | \$0            | \$0         |
| Task 3.6                                                       | Planning Commission and City Council Joint Study Session                 |                              |                          |                      |                               | 0              | \$0            | \$5,040     |
| <b>Subtotal</b>                                                |                                                                          | 0                            | 0                        | 0                    | 0                             | 0              | \$0            | \$19,190    |
| <b>Phase 4</b>                                                 | <b>Housing Element</b>                                                   |                              |                          |                      |                               |                |                |             |
| Task 4.1                                                       | Community Workshop #1: Housing Concerns and Needs                        |                              |                          |                      |                               | 0              | \$0            | \$2,680     |
| Task 4.2                                                       | Focus Group Meeting #2                                                   |                              |                          |                      |                               | 0              | \$0            | \$2,260     |
| Task 4.3                                                       | Vacant and Underutilized Sites Assessment                                |                              |                          |                      |                               | 0              | \$0            | \$14,500    |
| Task 4.4                                                       | Focus Group Meeting #3                                                   |                              |                          |                      |                               | 0              | \$0            | \$2,260     |
| Task 4.5                                                       | Community Workshop #2: Vacant and Underutilized Sites Assessment         |                              |                          |                      |                               | 0              | \$0            | \$6,580     |
| Task 4.6                                                       | Focus Group Meeting #4                                                   |                              |                          |                      |                               | 0              | \$0            | \$2,260     |
| Task 4.7                                                       | Planning Commission and City Council Joint Study Session                 |                              |                          |                      |                               | 0              | \$0            | \$1,760     |
| Task 4.8                                                       | Administrative Draft Housing Element                                     |                              |                          |                      |                               | 0              | \$0            | \$31,620    |
| Task 4.9                                                       | Community Workshop #3: Affirmatively Furthering Fair Housing             |                              |                          |                      |                               | 0              | \$0            | \$2,680     |
| Task 4.10                                                      | Focus Group Meeting #5                                                   |                              |                          |                      |                               | 0              | \$0            | \$2,260     |
| Task 4.11                                                      | Public Review Draft Housing Element                                      |                              |                          |                      |                               | 0              | \$0            | \$5,060     |
| Task 4.12                                                      | Newsletter #2: Public Review Draft Housing Element                       |                              |                          |                      |                               | 0              | \$0            | \$3,160     |
| Task 4.13                                                      | Community Workshop #4: Public Review Draft Housing Element               |                              |                          |                      |                               | 0              | \$0            | \$5,080     |
| Task 4.14                                                      | Planning Commission Study Session                                        |                              |                          |                      |                               | 0              | \$0            | \$3,920     |
| Task 4.15                                                      | City Council Study Session                                               |                              |                          |                      |                               | 0              | \$0            | \$2,520     |
| Task 4.16                                                      | HCD Review Draft Housing Element, HCD Checklists, and Transmittal to HCD |                              |                          |                      |                               | 0              | \$0            | \$2,240     |
| Task 4.17                                                      | Meeting with HCD                                                         |                              |                          |                      |                               | 0              | \$0            | \$980       |
| Task 4.18                                                      | Response to HCD Comments                                                 |                              |                          |                      |                               | 0              | \$0            | \$3,080     |
| <b>Subtotal</b>                                                |                                                                          | 0                            | 0                        | 0                    | 0                             | 0              | \$0            | \$94,900    |
| <b>Phase 5</b>                                                 | <b>Safety Element Update</b>                                             |                              |                          |                      |                               |                |                |             |
| Task 5.1                                                       | Draft the Element and Climate Vulnerability Assessment                   | 36                           | 42                       | 260                  | 56                            | 394            | \$58,490       | \$60,670    |
| Task 5.2                                                       | Prepare and Finalize Element                                             | 14                           | 12                       | 24                   | 8                             | 58             | \$8,990        | \$10,830    |
| <b>Subtotal</b>                                                |                                                                          | 50                           | 54                       | 284                  | 64                            | 452            | \$67,480       | \$71,500    |
| <b>Phase 6</b>                                                 | <b>Noise Element Update</b>                                              |                              |                          |                      |                               |                |                |             |
| Task 6.1                                                       | Background Noise Monitoring / Community Noise Survey                     |                              |                          |                      |                               | 0              | \$0            | \$0         |
| Task 6.2                                                       | Mapping of Future Noise Contours                                         |                              |                          |                      |                               | 0              | \$0            | \$0         |
| Task 6.3                                                       | Preparation of Goals & Policies                                          |                              |                          |                      |                               | 0              | \$0            | \$0         |
| Task 6.4                                                       | Preparation of Full Noise Element                                        |                              |                          |                      |                               | 0              | \$0            | \$0         |
| <b>Subtotal</b>                                                |                                                                          | 0                            | 0                        | 0                    | 0                             | 0              | \$0            | \$0         |
| <b>Phase 7</b>                                                 | <b>Technical Updates to Remaining General Plan Elements</b>              |                              |                          |                      |                               |                |                |             |
| Task 7.1                                                       | Administrative Draft General Plan Elements                               |                              |                          |                      |                               | 0              | \$0            | \$0         |
| Task 7.2                                                       | Preliminary Review Draft Elements (Excluding the Housing Element)        |                              |                          |                      |                               | 0              | \$0            | \$0         |
| Task 7.3                                                       | Public Review Draft Elements (Excluding the Housing Element)             |                              |                          |                      |                               | 0              | \$0            | \$0         |
| Task 7.4                                                       | Planning Commission and City Council Joint Study Session                 |                              |                          |                      |                               | 0              | \$0            | \$0         |
| Task 7.5                                                       | Agency Review of the Public Review Draft Elements                        |                              |                          |                      |                               | 0              | \$0            | \$0         |
| Task 7.6                                                       | Revised Public Review Draft Elements                                     |                              |                          |                      |                               | 0              | \$0            | \$0         |
| <b>Subtotal</b>                                                |                                                                          | 0                            | 0                        | 0                    | 0                             | 0              | \$0            | \$0         |
| <b>Phase 8</b>                                                 | <b>CEQA Compliance</b>                                                   |                              |                          |                      |                               |                |                |             |
| Task 8.1                                                       | Prepare Initial Study and Environmental Assessment                       |                              |                          |                      |                               | 0              | \$0            | \$32,400    |
| <b>Subtotal</b>                                                |                                                                          | 0                            | 0                        | 0                    | 0                             | 0              | \$0            | \$32,400    |
| <b>Phase 9</b>                                                 | <b>Public Hearings and Adoption</b>                                      |                              |                          |                      |                               |                |                |             |
| Task 9.1                                                       | Planning Commission Hearing                                              | 4                            |                          |                      |                               | 4              | \$700          | \$6,220     |
| Task 9.2                                                       | City Council Hearing                                                     | 4                            |                          |                      |                               | 4              | \$700          | \$6,220     |
| Task 9.3                                                       | Final General Plan Documents                                             |                              |                          |                      |                               | 0              | \$0            | \$9,700     |
| <b>Subtotal</b>                                                |                                                                          | 8                            | 0                        | 0                    | 0                             | 8              | \$1,400        | \$22,140    |
| <b>TOTAL</b>                                                   |                                                                          |                              |                          |                      |                               |                |                |             |
| Total Hours                                                    |                                                                          | 70                           | 62                       | 284                  | 64                            | 480            | -              | -           |
| 2024 Billing Rates                                             |                                                                          | \$175                        | \$165                    | \$145                | \$135                         | -              | -              | -           |
| Labor Subtotals                                                |                                                                          | \$12,250                     | \$10,230                 | \$41,180             | \$8,640                       | -              | \$72,300       | \$284,930   |
| Direct Expenses (e.g., printing, travel, translation services) |                                                                          |                              |                          |                      |                               |                | \$1,900        | \$7,250     |
| <b>TOTAL COST</b>                                              |                                                                          |                              |                          |                      |                               |                | \$74,200       | \$292,180   |

1) This represents a total not to exceed cost based on the provided scope of work.

2) The distribution of hours between firms, staff categories, and tasks are an estimate.

While the total costs will not change, the distribution of hours/costs may vary depending on actual execution.

3) Labor rates are subject to change every January 1st, although this change will not change the total budget.

**REQUEST FOR PROPOSAL**  
**PREPARATION OF A COMPREHENSIVE UPDATE TO THE CITY OF SUSANVILLE**  
**HOUSING, COMMUNITY CHARACTER, OPEN SPACE, PARKS, RECREATION,**  
**CHILDCARE, COMMUNITY HEALTH, SAFETY, CONSERVATION, AND**  
**IMPLEMENTATION PROGRAM CHAPTERS IN THE EXISTING GENERAL PLAN**  
**ELEMENTS OF THE GENERAL PLAN--CITY OF SUSANVILLE, CALIFORNIA**

**Request For Proposal Issue Date: November 29, 2023**

**Proposal Deadline: January 8, 2024**

**PURPOSE**

The City of Susanville is requesting proposals from qualified consulting firms or individuals to assist in the comprehensive update of its Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements, including the required environmental clearance. The selected Consultant will review the City's existing Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements and update the document to reflect current conditions and City policies to meet the requirements found at Government Code Section 65302 within legally mandated timeframes. Updates to the Land Use and Circulation Elements are currently pending completion and therefore the additional intent is to achieve a new timeframe of the current General Plan from the *City of Susanville General Plan 1990-2010* to the *City of Susanville General Plan 2025-2050*.

**BACKGROUND**

Susanville is located in Northeast California, the seat of Lassen County, sitting at approximately 4,200 feet in elevation and home to about 8,000 people. Nestled within the Sierra Nevada mountains, Susanville is located in a high desert area where coniferous forests, lakes and desert sands are all within a short distance of one another. In a single day, one can take in the smell of pine trees, hike mountain trails, hear various streams or the lapping of lake waves and let the desert sand run through your fingers. The Cascades, Sierra Nevada, Great Basin, and Modoc Plateau are all physiographic features that converge to create one stunning vista. This region is often referred to as the Geographic Crossroads of California. Residents and visitors enjoy four seasons and with our dry, mild climate, there are a host of year-round recreational opportunities. There are over 2,700 square miles of public lands for hiking, biking, cross country skiing, horseback riding, hunting, camping, and off-road recreation activities enjoyed by our community. Susanville families enjoy and support many community activities and events including youth sports, the Bizz Johnson Marathon, Pancera Plaza Farmers Markets, the Lassen County Land & Trails Trust Rails to Trails festival, over 50 miles of Mountain Bike trails and races, the Main Cruise Classic Car Show n' Shine, the Lassen County Fair and Parade, Safe n' Sane Halloween, numerous marathons through Ranch Park, Blue Grass Festival, Children's Fair, Susanville Municipal Airport's Airfare, and the annual Magical Country Christmas celebration in the historic uptown area. The predominant sector of employment in Susanville and Lassen County is Federal, State, and Local Government, which comprises approximately 50 percent of the jobs in the City and County. Due to the relatively mild climate and natural beauty, Lassen County appeals to locals and visitors alike for year-round recreational activities.

## SCOPE OF SERVICES

The following deliverables are expected by the City:

### **Task 1 - Assessment**

*1.1. Evaluation of the Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements.* Consultant will be required to review and evaluate the current Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements and its programs, including:

- A discussion of the effectiveness of its Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements implementation programs;
- An evaluation of the existing Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements relative to Government Code Section(s) 65300.5, 65302(a), 65302(a)(2), 65302(b), 65302(b)(1), 65302(g)(d)(3), 65302(f), 65350, 65350.5, 65560, 65580, and the Governor's Office of Planning and Research's Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements Guidelines.

*1.2 Document Review.* Consultant will review City documents to aid in understanding local conditions. Documents include, but are not limited to, the City's General Plan last updated in the year 1999 and the zoning ordinance, Hazard Mitigation Plan, the Regional Transpiration Plan and any other applicable plans.

*1.3 Work plan preparation.* Consultant will provide a detailed work plan which shall include the following:

- Public Outreach
- Consultation with Pertinent Agencies
- Outreach Summary
- Executive Summary
- Analysis of Key Facts
- Issues
- Opportunities and Challenges

### **Task 2 – Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Element Preparation**

*2.1. Goals, Policies, and Quantified Objectives.* The Consultant shall update the existing Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements. The Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements must be consistent and comply with the other General Plan elements, community goals, and all State of California Assembly and Senate bills, as well as substantially conform to the

Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements

November 29, 2023

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Governor's Office of Planning and Research's Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements Guidelines.

**Task 3 - Prepare and Finalize Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements.**

- 3.1. *Administrative Draft Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements.* The Consultant will be required to prepare and submit three reproducible copies and one electronic copy in Microsoft Word format of the administrative draft Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements for City staff to review and comment. The administrative draft shall reflect a high-quality work product and represent the Consultant's best professional work. The Consultant will have 120 days from the date of the kick-off meeting to complete the administrative draft. Once staff has reviewed and commented on the draft, the Consultant will modify the administrative draft as directed.
- 3.2. *Draft Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements.* The Consultant will then prepare and submit three reproducible copies and one electronic copy in Microsoft Word format, and one electronic copy in Adobe Portable Document Format of the draft Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements for distribution to the City Council, the Planning Commission, and the general public for review and comment. The City intends to make the draft Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements accessible both in hard copy format and on the City's website.
- 3.3. *Agency Review.* The consultant shall identify all agencies who are required by law or regulation to review, comment, and/or approve the proposed Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements Element. This task includes assisting with the submittal of the Draft Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements Elements to said agencies. The consultant shall make any required edits to the Draft Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements Elements that are identified. In addition, if there are required changes made from said agencies, the consultant will also assist in resubmitting the second Draft Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements Elements back for review for the preparation of the Final Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements Elements to be adopted and or approved.
- 3.4. *Community, Planning Commission, and City Council Meetings.* The Consultant must organize and attend three (3) community meetings to present the draft Housing, Community Character, Open

Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements and respond to questions from the public. The Consultant must also attend all Planning Commission and City Council's public hearing dates pertinent to the Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements.

- 3.5. *Final Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements.* The Consultant will prepare a final version of the Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements and submit fifteen (15) bound copies and one electronic copy in Adobe Portable Document Format, in response to comments received from City staff, the Planning Commission, the City Council, and the general public.

#### **Task 4 - Environmental Review**

- 4.1. *California Environmental Quality Act (CEQA) Completion and Submittal of all Required Documents.* The consultant must prepare and process all applicable environmental documents or exemptions pursuant to CEQA. The consultant shall submit a draft of all required CEQA documents to the Department and provide an updated copy, responding to all edits and comments made by the City. Said documents (draft and final) shall be submitted in a Microsoft Word and PDF version. An "initial Study" must be completed for the project. If the initial study prepared pursuant to this section results in a determination that an environmental impact report (EIR) is required, said EIR would be prepared pursuant to a separate agreement.

#### **PROPOSAL AND QUALIFICATIONS**

Proposal responses must adhere to the requirements set forth in this section. Failure to adhere to these requirements or the inclusion of conditions, limitations, or misrepresentations may be cause for rejection of the submittal. Use 8 ½ x 11 sheets (foldouts are acceptable for charts, etc.) and font size large enough to be easily legible, but no smaller than 11 point.

Proposals, at a minimum, must include:

1. Cover letter signed by an individual authorized to bind the proposing entity.
2. General information about the Consultant (i.e., company size, location of office(s), length of time in business, organizational structure, number of professional personnel, and other pertinent information. Include name, address, telephone number, facsimile number, and e-mail address of the consulting firm.
3. The names, telephone numbers, and email addresses of the Consultant's project team, including the name of the project manager, and the sub-consultants to be retained by the Consultant, if any. Submit the resumes of all personnel (including sub-consultants) to be involved with the project and their specific experiences relative to the preparation of Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements and environmental documents.
4. Consultant must provide a minimum of three (3) client references for whom the Consultant has prepared a Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community



Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements update. The references shall identify the client, a contact name, telephone number, description of the service provided, and length of business.

5. One hard copy of a Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements completed by your consulting firm.
6. Consultant's knowledge of Government Code Section 65302 et al.
7. A detailed outline of the proposed approach to the project, including a breakdown of tasks and timing to complete the project and a detailed description of the methods of information gathering and analysis to be used in preparing the Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements to meet the City's objectives. Also, indicate which members of the project team will be responsible for the various task(s) and attendance at meetings. The submittal should also provide a detailed description of any requested material needed from the City.
8. Consultant's estimated fee for the project, with a not-to-exceed amount. The cost estimates shall reflect detailed project man-hours per the Scope of Services to be provided, including clerical and expected subcontractor rates, the cost for attendance at meetings, mileage, and projected reproduction costs. Cost estimates shall also include contingencies.
9. Provide insurance evidence as specified in the Section - Insurance Requirements.

## **PROPOSAL EVALUATION**

The City of Susanville is using the competitive proposal process, wherein the experience of each submitted proposal is evaluated as it relates to the Scope of Services. All proposals will be reviewed and discussed, each consulting firm will be rated using the following criteria and rating schedule:

|                                                                 |                    |
|-----------------------------------------------------------------|--------------------|
| 1. Understanding and capacity to perform the Scope of Services. | 50 Points, Maximum |
| 2. Clarity of work plan.                                        | 20 Points, Maximum |
| 3. Successful experience in similar efforts.                    | 13 Points, Maximum |
| 4. Schedule.                                                    | 7 Points, Maximum  |
| 5. Budget.                                                      | 10 Points, Maximum |
|                                                                 | 100 Points, Total  |

The City of Susanville reserves the right to negotiate aspects of the project with the successful consulting firm. An evaluation committee will be assembled to review all proposals and will report its recommendation to the Susanville City Council.

The City of Susanville City Council, whom retains the right to reject any and all proposals, will award the contract. The City reserves the right to award a contract to the Consultant that presents the proposal, which in the sole judgment of the City best serves the City's interest. The City reserves the right to reject

any or all of proposals, to waive minor irregularities in said proposals, and/or to negotiate minor deviations with the successful consulting firm.

### **INSURANCE REQUIREMENTS**

The successful Consultant shall furnish the City with certificates and original endorsements affecting the required insurance coverage prior to execution of a Contract by the City. The successful Consultant shall provide a Certificate of Insurance naming the City of Susanville as additionally insured for the following:

1. Comprehensive general liability insurance including comprehensive public liability insurance with minimum coverage of One Million Dollars (\$1,000,000) per occurrence and with not less than One Million Dollars (\$1,000,000) aggregate; Consultant shall insure both the City of Susanville and Consultant against any liability arising under or related to this Agreement.
2. Comprehensive automobile liability insurance with minimum coverage of Five Hundred Thousand Dollars (\$500,000) per occurrence and with not less than Five Hundred Thousand Dollars (\$500,000) on reserve in the aggregate, with combined single limit including owned, non-owned, and hired vehicles.
3. Workers' Compensation Insurance coverage for all of Consultant's employees and other persons for whom Consultant is responsible to provide such insurance coverage, as provided by Division 4 and 4.5 of the California Labor Code.
4. The policy shall not be cancelable without twenty-days advance written notice to the City and shall be in a form and by a surety approved by the City.
5. In the event the policy is canceled prior to the completion of the project and the Consultant does not furnish a new Certificate of Insurance prior to cancellation, the City may obtain the required insurance and deduct the premium(s) from contract monies due to the Consultant.
6. If the policy is a claim made policy, the policy shall contain language providing coverage up to six months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein.
7. As used above, the term "Consultant" includes the Consultant, and its officers, agents or employees.

### **NON-DISCRIMINATION**

The City of Susanville is an equal opportunity employer. Proponents shall not discriminate in their employment regarding race, color, religion, sex, or national origin. Qualified Consultants including small businesses and businesses owned by women, minorities, and disabled persons are encouraged to submit proposals.

### **PROPOSAL SUBMITTALS**

All proposals must be received by the City of Susanville by 4:00 p.m. (Pacific Daylight Time) January 5, 2024. Proposals received after 4:00 p.m. (Pacific Daylight Time) January 5, 2024, or proposals sent by facsimile machine will be considered late and disqualified by the proposal evaluation committee. Please submit three (3) proposals in a sealed envelope and clearly marked "Proposal for Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements Update."

Proposals are to be delivered to:

City of Susanville Community Development Department:  
Proposal for Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements Update.

Attn: Kelly Mumper, City Planner  
66 N. Lassen Street  
Susanville, CA 96130

All proposals, whether selected or rejected, shall become the property of the City of Susanville. The City is not responsible for any cost incurred in the preparation of the proposal or proposals delivered to a person/location other than specified above.

Any questions concerning the request for proposal should be directed to Kelly Mumper, City Planner in writing by mail at 66 N Lassen Street, Susanville, CA 96130; by fax at (530) 257-4752; or by email at [kmumper@cityofsusanville.org](mailto:kmumper@cityofsusanville.org). Questions and responses may be made available to all potential proponents.

# CITY OF SUSANVILLE

PROPOSAL FOR HOUSING,  
COMMUNITY CHARACTER, OPEN SPACE,  
PARKS, RECREATION, CHILDCARE,  
COMMUNITY HEALTH, SAFETY,  
CONSERVATION, AND IMPLEMENTATION  
PROGRAM CHAPTERS IN THE EXISTING  
GENERAL PLAN ELEMENTS UPDATE

JANUARY 8, 2024

## SUBMITTED TO:

City of Susanville  
Attn: Kelly Mumper, City Planner  
Community Development Department  
66 N Lassen Street  
Susanville, CA 96130

## SUBMITTED BY:

**mintierharnish**

Planning Tomorrow Today®

1415 20TH STREET  
SACRAMENTO, CA 95811

## IN ASSOCIATION WITH:



BOLLARD ACOUSTICAL  
CONSULTANTS, INC.



January 8, 2024

City of Susanville Community Development Department  
Attn: Kelly Mumper, City Planner  
66 N Lassen Street  
Susanville, CA 96130

RE: Proposal For Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, And Implementation Program Chapters In The Existing General Plan Elements Update

Dear Mr. Mumper and Selection Committee:

Mintier Harnish is pleased to submit this proposal to assist the City of Susanville with the preparation of its Comprehensive General Plan Elements Update. Mintier Harnish is a consulting firm specializing in the preparation of general plans. Our mission as a firm is to help public agencies, residents, businesses, and other stakeholders plan their communities and improve their quality of life through community involvement, innovation, technical expertise, and policy leadership. Since our founding in 1985, we have successfully completed over 60 general plans in California. Within California, we are a leader in preparing implementable plans for the future.

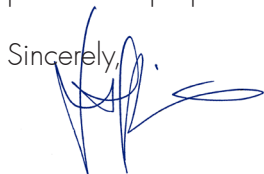
I will be the Project Advisor for the Project. I have been a planner since 1970 and have participated in the preparation of over 20 general plans. Brent Gibbons, AICP, will be the Project Manager. Brent brings 10 years of planning experience and has managed several General Plan updates across the state. Michael Gibbons will be the assistant Project Manager and Ryan Lester will lead the Housing Element Update

We have assembled an excellent team organized specifically for this project. Dynamic Planning & Science, led by Ethan Mobley, will be responsible for preparing the Safety Element update. Bollard Consultants, led by Paul Bollard, will lead the Noise Element preparation. Finally, Planning Partners, led by Bob Klousner, will be responsible for CEQA compliance.

The Mintier Harnish team has a very approachable, collegial, and comfortable work style with our clients. We bring great process experience and tailor it to the needs and personality of each individual client and community. We develop close, collaborative working relationships with each of our clients that last well beyond the completion of a project. We strongly urge you to confirm this with our references.

As owner of Mintier Harnish, I am authorized to bind the firm contractually on this project. Please contact me if you have any questions at 916-446-0522 or jim@mintierharnish.com. I look forward to the opportunity to present this proposal and our team to you in person.

Sincerely,



Jim Harnish, JD  
Principal/Owner

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# FIRM INTRODUCTION & PROJECT TEAM

## INTRODUCTION

At Mintier Harnish, we assemble our project teams based on staff expertise, relevant experience, and the unique needs of each project. We have assembled a highly experienced team of planners and technical specialists for the City of Susanville General Plan Elements Update. We have had the pleasure to work with these firms on a number of recent General Plan Updates, and we are confident that this team will provide the excellence and performance that the City needs to complete this project on time, on budget, and with results that will surpass the City's expectations.

### GENERAL PLAN EXPERIENCE AND INNOVATION

Mintier Harnish, a Limited Partnership, is a small business comprised of professional planners focused on California general plan practice. As part of this work, we constantly stay abreast of the latest State laws and planning trends and have developed tools designed to help communities update existing general plans to meet current regulations and contemporary planning practice, and incorporate appropriate technologies into our plans (e.g., interactive websites, engaging public events and pop-ups, interactive planning documents).

#### Section 65302: Experience

Mintier Harnish has extensive knowledge of Government Code Section 65302 and has worked with jurisdictions across the State to find implementable solutions to applying State law.

# MINTIER HARNISH

*Role: General Plan preparation, public outreach, and project management*

Mintier Harnish is a Sacramento-based planning consulting firm specializing in land use, housing, zoning, community development, community engagement, and environmental issues. Our mission as a firm is to help public agencies, residents, businesses, and other stakeholders plan their communities and improve their quality of life through solid research, community involvement, innovation, and policy leadership. Since our founding in 1985, we have prepared over 65 general plans, 80 housing elements, and over two dozen zoning codes, and have provided a range of planning services to more than 150 public agencies, law firms, and other organizations. As one of California’s foremost experts in preparing general plans and housing elements, our mission is to be a partner to public agencies, residents, businesses, and other stakeholders. We pride ourselves on preparing general plans, housing elements, and zoning codes that exceed the requirements of State law and serve as a practical guide for day-to-day decision-making. Mintier Harnish draws on its broad experience in preparing general plans for diverse communities across California. We can apply innovative policy solutions and practical experience to the communities in which we work.

Mintier Harnish is highly familiar with land use conditions in northern California, having completed previous projects and/or are currently working on projects in the counties of Del Norte, Siskiyou, and Trinity, and the cities of South Lake Tahoe and Susanville. This work has included general plans, housing elements, and zoning and subdivision ordinances.

We have assembled a well-qualified and experienced team led by Mintier Harnish. **Jim Harnish, JD**, Principal/Owner of Mintier Harnish, will be the Project Advisor for the team. Jim has been a planner since 1970. He has been staff for cities, counties, and regional planning agencies, including as planning director for the cities of Galt, Folsom, and South San Francisco. Jim has managed over 20 general plan updates and 10 zoning code updates. **Brent Gibbons, AICP**, will serve as the Project Manager of the General Plan Update. Brent has worked as staff for cities and counties and is currently managing several general plan update projects. **Michael Gibbons** will serve as the Assistant Project Manager and will assist in the day-to-day management of the General Plan Update. **Ryan Lester** will serve as the Housing Element Lead for this Update. Ryan is currently managing several housing elements and is assisting with several general plan update projects. Our core management team brings experience from the successful management of dozens of general plans in California. This section highlights the experience of key staff and subconsultants assigned to the Project. We have included our detailed resumes in Appendix A: Detailed Resumes.

| General Information                                                                                                                         |                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mintier Harnish, LP<br>1415 20th Street, Sacramento, CA 95815<br>916-446-0522<br>38 Years in Business<br>11 employees, including 8 planners | Mintier Harnish is an equal opportunity employer. Our firm does not discriminate in our employment regarding age, disability, sex, race, religion, gender, sexual orientation, or national origin. |


**Jim Harnish, JD, Principal/Owner**

*Role: Project Advisor*

(916) 446-0522, Ext. 209

jim @mintierharnish.com

Jim Harnish, JD, is the Principal/Owner of Mintier Harnish and will be the Project Advisor. Jim has been a planner and project manager since 1970. He has been an attorney since 1981, with extensive experience in land use and CEQA. Jim has been Planning Director for three cities (Galt, Folsom, and South San Francisco) and understands every aspect of city and county planning and zoning.

Jim has managed or is currently managing general plan updates for the cities of Alturas, Folsom, Galt, Hayward, Healdsburg, Isleton, Millbrae, Pleasant Hill, Sacramento, San Ramon, Solvang, South San Francisco, Ukiah, Union City, Wheatland, and Windsor, and the counties of Calaveras, Fresno, Merced, Modoc, San Benito, San Joaquin, and Ventura. Jim is currently managing or recently managed zoning code updates or amendments for the cities of Santa Clara, South Lake Tahoe, Ukiah, and Windsor and the counties of Fresno, Mariposa, Merced, and Sierra. Jim has an unparalleled working knowledge of general plan updates and has prepared dozens of general plan work programs and budgets.

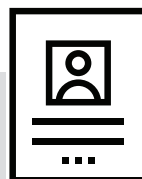

**Brent Gibbons, AICP, Principal Planner**

*Role: Project Manager*

Brent Gibbons, AICP, is a Principal Planner who specializes in comprehensive planning projects including general plans, zoning codes, urban design standards and guidelines, and housing elements. Brent has a holistic view of planning having both worked for local municipalities and currently as a long-range planning consultant. Brent's approach to planning is multi-faceted and includes a strong focus on community engagement and interaction in the planning process to ensure all voices are heard. He actively works to foster educational opportunities on all his projects to ensure communities, elected officials,

and local staff have a better understanding of planning practice and how it affects them. Brent is currently one of the leading planners in the State on drafting, updating, and managing zoning codes, and is consistently on the forefront of bringing new and innovative ideas to this practice area.

Brent has managed over currently is managing planning related projects across California. Brent has or is currently managing General Plans for Solvang, Susanville, Lompoc, Los Gatos, Millbrae, Pleasant Hill, and Ukiah, as well as Zoning Code Updates for Selma, Santa Clara, Windsor, and Ukiah. Brent currently co-teaches a course at University of California at Davis on zoning and development regulations, and how to comprehensively update your zoning code.



*We have included our resumes in  
Appendix A: Detailed Resumes.*



### **Michael Gibbons, Project Manager**

*Role: Assistant Project Manager*

Michael Gibbons is a Project Manager with Mintier Harnish. Michael manages a variety of long-range planning projects including general plans, zoning codes, subdivisions ordinances, and special planning studies. He specializes in land use planning, zoning regulations, community engagement, urban design, design standards, and working with disadvantaged communities. Michael brings a unique perspective to all his projects having worked in both the public and private sectors, as well as in law enforcement.

Through this lens, Michael understands the vital role that planning has in addressing the ever-changing needs of communities and the importance of creating plans that are user-friendly and implementable. Michael is currently managing and/or assisting with the preparation of general plan updates for the cities of Arroyo Grande, Livingston, and San Ramon and Trinity County. He is also currently leading the City of Hayward Residential Objective Design Standards and zoning code updates for the cities of Gilroy, Kerman, and Reedley, and the Town of Windsor.



### **Ryan Lester, Project Manager**

*Role: Housing Element Lead*

Ryan Lester is a Project Manager who specializes in preparing general plan and housing element updates that are accessible, user-friendly, and engaging. Ryan crafts existing conditions and trends reports, land uses alternatives analyses, housing needs assessments, policy documents, and objective design standards for cities and counties throughout the state. Additionally, he constructs and implements community engagement programs, facilitates stakeholder interviews and community workshops, and leads study sessions with decision makers and advisory groups. Further, Ryan develops available sites inventories,

affirmatively furthering fair housing analyses, and implementation programs that are responsive to both State law and local context. In 10 years with Mintier Harnish, Ryan has worked on over a dozen General Plans and an equal number of Housing Elements. Among other projects, Ryan is currently leading six 6th cycle Housing Elements and is leading Mintier Harnish's work on Multi-jurisdictional Housing Element Updates for the Tulare Council of Governments and the Merced County Association of Governments.



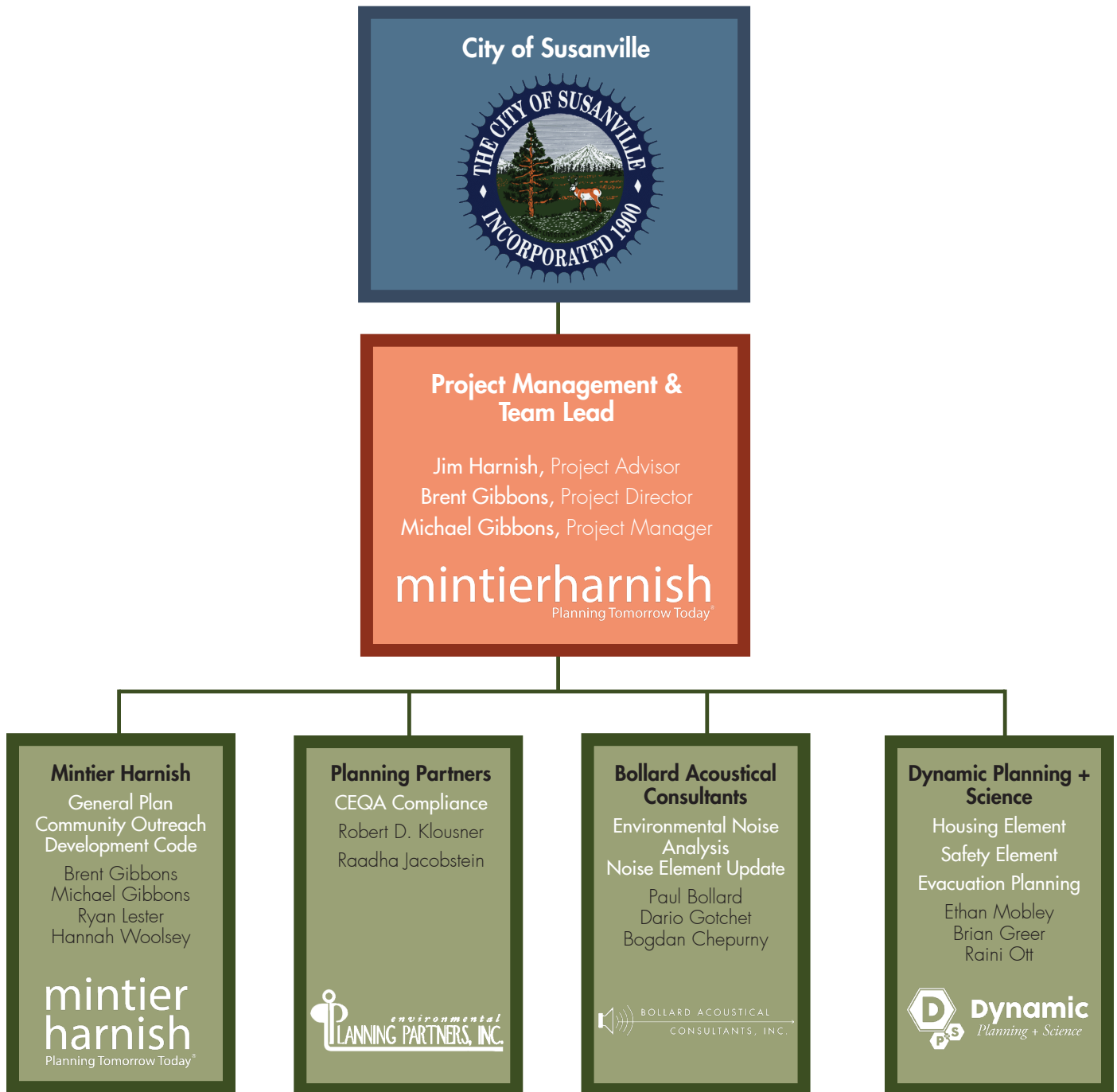
### **Hannah Woolsey, Planner**

*Role: Planner*

Hannah Woolsey is a Planner with Mintier Harnish. She specializes in land use planning, housing policy and planning, urban design, environmental planning, environmental justice, and community outreach. Prior to working for Mintier Harnish, Hannah was an Environmental Planning Intern for both the County of San Luis Obispo as well as the Morro Bay National Estuary Program. Her experience includes drafting land use documents, housing element updates, environmental justice updates, community engagement, project permitting, and writing CEQA environmental review documents.



# PROJECT ORGANIZATIONAL CHART



# PLANNING PARTNERS

(916) 852-8830

bklousner@e-planningpartners.com

## Role: CEQA Compliance

Planning Partners is a full-service planning and environmental compliance consulting firm, specializing in long-range planning and the preparation of environmental technical studies and environmental documents pursuant to the requirements of the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). Planning Partners has strong working qualifications on a variety of projects, including providing background and related General Plan reports for the City of Folsom and the Merced, San Joaquin, and San Benito Counties' General Plan updates. The skills of the Planning Partners team span a broad array of land use and environmental disciplines, with specialized expertise in planning practice and administration, and environmental compliance pursuant to the requirements of both CEQA and NEPA. Planning Partners also manages the environmental review process for local and regional governmental agencies, including coordination amongst our client agencies, other regulatory or funding agencies, and the interested public.



### Robert D. Klousner, Principal

Robert D. Klousner, Principal, is a broadly experienced land use planner with a focus on environmental impact analysis, and planning and project administration. He has authored over 1,050 planning studies, environmental documents, and environmental determinations in his 39 years as a planning professional. His contribution to these documents has ranged from sole authorship and technical analysis to management of large multidisciplinary teams, and project oversight as principal-in-charge. Bob possesses an in-depth knowledge of California and Federal planning and environmental law, quantitative planning methods, needs analysis, and decision analysis. He specializes in the resolution

of complex planning issues among diverse interest groups, including preservationists and environmentalists, developers, and local, state, and federal agencies. Bob holds a Masters of City and Regional Planning degree from the Ohio State University.



### Raadha Jacobstein, Project Manager

Raadha Jacobstein, Planning Partners professional planner, has 21 years of experience completing and managing land use and environmental planning projects. Raadha serves as a project manager and liaison for clients and agencies, conducts research and analysis, prepares technical documents, and writes and edits environmental and planning documents. She is the firm's in-house expert on climate change and modeling greenhouse gas emissions from a variety of sources and sinks. Raadha also prepares assessments of criteria air pollutant emissions and exposures, and coordinates the preparation of Health Risk Assessments and Ambient Air Quality Analyses with a specialty subcontractant.

Her attention to detail, in conjunction with both her background in environmental biology and technical skills in environmental analysis, allow her to successfully manage complicated projects to completion. Raadha holds two bachelor's degrees from Dartmouth College, one in Environmental Biology and one in English Literature.

# BOLLARD ACOUSTICAL CONSULTANTS

(530) 537-2328  
paulb@bacnoise.com

## *Role: Environmental Noise Analysis, Noise Element Update*

Bollard Acoustical Consultants, Inc. (BAC) provides advanced noise and vibration consulting services. Such services include the preparation of environmental noise and vibration assessments for traffic, air-craft, railroad, and industry noise sources, as well as architectural acoustics assessments for school, commercial/office, residential, performing arts, and worship spaces. BAC is proficient in both CEQA and NEPA compliance, and serve as subconsultants to many planning firms in the preparation of EIR's and EIS's. BAC also provides services to City and County municipalities in the form of General Plan Noise Element and Municipal Code Noise Ordinance updates, and often provides planning staff training regarding acoustics.



### **Paul Bollard, President**

Paul Bollard has prepared in excess of a thousand acoustical studies covering a wide variety of environmental, industrial, and architectural issues. He has developed and demonstrated particular expertise in noise control using sophisticated data acquisition instrumentation and complex analytical modeling techniques. Paul has managed or made significant contributions to environmental noise studies including EIR/EIS preparation for proposed residential developments, roadway improvement projects, schools, commercial developments, and recreational facilities. In addition, Paul has managed large-scale environmental noise monitoring programs for Noise Elements of city and county General Plans as well as industrial noise studies including analysis of rocket-engine test stands, food processing plants, power plants, HVAC equipment, and aggregate mining and processing facilities.



### **Dario Gotchet, Principal Consultant**

Joining the BAC team in 2015, Dario's career experience is focused in natural resource management and environmental planning. After earning a Bachelor of Science in Natural Resource Management from California State University, Chico, Dario moved to the Lake Tahoe Basin where he spent a decade employed by state government resource management and environmental planning agencies. Dario obtained his background in acoustics while employed with the Tahoe Regional Planning Agency where his position focused on environmental noise monitoring, code compliance, and policy development. Currently, his primary duties at BAC consist of projects involving wireless telecommunications facilities, traffic, train, and environmental noise.





### **Bogdan Chepurny, Associate Consultant**

Bogdan first joined BAC in 2014 as technician while pursuing his mechanical engineering degree. He left the workforce to earn a Bachelor of Science in Mechanical Engineering from University of California, Davis in 2018. Upon graduation, Bogdan was hired as a mechanical design engineer at ICON Aircraft to work on product improvement of the composite, amphibious aircraft headquartered in Vacaville, California. Mr. Chepurny re-joined the BAC team in the summer of 2022 as an associate consultant.

## **DYNAMIC PLANNING + SCIENCE**

(970) 323-4331

[ethan@dynamicplanning.co](mailto:ethan@dynamicplanning.co)

### *Role: Safety Element Support*

Dynamic Planning + Science (DP+S) is a small firm delivering products and services crafted to foster community health, resilience, and safety by addressing challenges between the natural and built environment. DP+S understands California's unique hazard conditions and regulatory environments for California cities. Most importantly, earthquake, flooding, wildfires, and the impacts of climate change are a constant threat to people, property, and critical infrastructure. DP+S staff members have over 65 years of combined experience analyzing hazard risks and merging our diverse skills to make our communities safer utilizing engineering, design, regulatory, and planning fields. Past services similar to this request for proposals (RFP) include authoring multiple general plan safety element updates and over 25 hazard mitigation plans in California.



### **Ethan Mobley, Principal/Owner**

Ethan Mobley is the owner and operator of Dynamic Planning + Science. He has over 20 years of experience working for local, state, and federal clients. Prior to starting Dynamic Planning + Science, Ethan worked at Arizona State University in the facilities division as an Architect where he assisted with and planned for future growth of the academic community. During his tenure, his department oversaw over two million square feet of space planned and constructed in three cities. As a government contractor, Ethan lead some of our nation's most important infrastructure projects for the U.S. Army Corp of Engineers. Ethan has focused his construction, engineering, and planning experience on community risk reduction and adaptation to natural hazards such as wildfire, flood, earthquake, drought, and other human-caused threats. He has developed a foundation for clients to incorporate risk reduction activities (planning and project based) into daily and long-term operations ensuring positive outcomes for communities and agencies large and small. Ethan has also developed processes and technologies to focus stakeholders on pinpointing community vulnerabilities and applying appropriate risk reduction techniques that match the capabilities of clients creating long-term resiliency to natural hazards.

**Brian Greer, Data Visualization Manager**

Brian Greer is a manager and founding partner at Dynamic Planning + Science and has developed processes and products that help agencies communicate complex data to stakeholders and the public for numerous planning projects. Brian designs high-quality data and cartographic products on a variety of platforms. In addition, Brian has developed methodologies to bring interactivity and spatial context to planning related datasets using Carto, a web map/dashboard interface, with dynamic data summaries that enables the user to explore complex data and facilitate decision making.

Brian has ten years of GIS data development, analysis, automation, and manipulation experience within various GIS industries (floodplain mapping, geology, database development and design, remote sensing, ecology and biology, and engineering). He has provided data analysis, mapping, mitigation planning and GIS support for numerous California and Colorado planning projects.



# QUALIFICATIONS & REFERENCES

We recognize that general plans greatly impact the lives of those who live, work, and own property in a community. Today, more than ever, city policies and regulations have a profound influence on housing supply and affordability. We pride ourselves on preparing general plans, housing elements, and zoning codes that exceed the requirements of State law and serve as a practical guide for day-to-day decision-making. Mintier Harnish and our team for this project draw on our years of broad experience in preparing general plans for diverse communities across California. We are able to apply innovative policy solutions and practical experience to the communities we work in.

The following projects are relevant examples of the proposed update to the City of Susanville General Plan Elements as outlined in this proposal. All projects noted below include a multi-disciplinary team and are multi-faceted, with most including an EIR in conjunction with the general plan update.

Examples of existing General Plan Elements completed by Mintier Harnish are included under a separate cover of this proposal. These examples include the following:

- City of Los Gatos Open Space, Parks, and Recreation Element
- City of Los Gatos Glossary and Acronyms
- City of Pleasant Hill Conservation and Open Space Element
- City of Pleasant Hill Hazards and Safety Element
- City of Pleasant Hill Public Facilities, Services, and Infrastructure Element



## CITY OF PLEASANT HILL

### GENERAL PLAN, HOUSING ELEMENT, OBJECTIVE DESIGN STANDARDS, AND ZONING CODE UPDATE

Mintier Harnish began the Pleasant Hill General Plan Update in April 2019. The updated General Plan was successfully adopted by City Council in May 2023. The project included the development of several documents, including an existing conditions and trends workbook, issues and opportunities summary, vision and guiding principles, alternatives analysis and report, policy document (which includes goals, policies, and implementation programs). Community engagement was a large part of the project. Engagement activities included regular newsletter releases, the use of project branding through developing a logo and style, facilitation of GPAC meetings, joint study sessions with the Planning Commission and City Council, community workshops, and pop-up booths at community events and festivals. Mintier Harnish facilitated multi-day Planning and Design Workshops that included nightly presentations, an urban design charrette, and community walking tours. Mintier Harnish is also partnering with enCodePlus to provide the City with a web-based General Plan and Zoning Code on the enCodePlus platform. Based on the ongoing success of the Update, the City of Pleasant Hill contracted with Mintier Harnish to prepare the City's 6th Cycle Housing Element, Objective Design Standards, and Zoning Code Update as part of the General Plan Update. The Zoning Code Update is still in progress.

- **Project Duration:**  
April 2019 to Present
- **Staff Contact:**  
Troy Fujimoto, City Planner  
925-671-5224  
Tfujimoto@pleasanthillca.org

## TOWN OF WINDSOR

### GENERAL PLAN, HOUSING ELEMENT, OBJECTIVE DESIGN STANDARDS, AND ZONING CODE UPDATE

Mintier Harnish successfully led a multi-disciplinary consulting team to prepare the Town of Windsor General Plan. The Update focused on engaging the community, revitalizing infill areas, implementing a vision for the Civic Center, and managing projected growth within the Urban Growth Boundary (UGB). Key issues included: balancing increased tourism with the family-oriented community character; accommodating much-needed new housing while preserving the unique, small-town character and feel; and introducing nodes of mixed-use development along the Old Redwood Highway Corridor. The General Plan and Program EIR were adopted in April 2018. Prior to preparing the General Plan, Mintier Harnish prepared the Town of Windsor 5th cycle Housing Element. Mintier Harnish assisted the Town of Windsor with the research, analysis, and development of objective multifamily residential design and development standards that will streamline multi-family housing and production in the Town. We developed new standards and permit processing provisions to incentivize missing middle housing production in new development projects. Mintier Harnish conducted research and analysis; facilitated stakeholder interviews and community, Planning Commission, and Town Council workshops; and prepared new standards and zoning code amendments. Mintier Harnish is also nearing completion of a technical Zoning Code update for the Town focusing on housing increases and incentivizing housing production.

- **Project Duration:**  
2014 to Present
- **Staff Contact:**  
Kimberly Jordan  
Planner III  
707-838-7349  
kjordan@townofwindsor.com

## TOWN OF LOS GATOS

### GENERAL PLAN UPDATE AND EIR

Mintier Harnish began the Los Gatos General Plan Update in August 2018. The updated General Plan was adopted by the City Council in June 2022. The project included the development of a robust background report, issues and opportunities summary, vision and guiding principles, alternatives analysis and report, policy document (which includes goals, policies, and implementation programs). Public outreach activities included regular newsletter releases, the use of project branding through developing a logo and style, over 35 regular GPAC meetings, joint study sessions with Town leadership, community workshops, and pop-up booths at community events and festivals. Unique aspects of this update included: creating a multi-modal community; addressing wildfire safety; accommodating 6th cycle RHNA projections while preserving the unique, retaining small-town character and feel; and introducing nodes of mixed-use development throughout eight defined Community Place Districts. Mintier Harnish partnered with enCodePlus to provide the Town with a web-based General Plan on the enCodePlus platform. The Town is working with enCodePlus staff on the web-based General Plan, which was completed in September 2022.

- **Project Duration:**

2018 to 2022

- **Staff Contact:**

Jennifer Armer  
Planning Manager  
408-399-5706  
jarmer@losgatosca.gov

## DEL NORTE COUNTY

### 6TH CYCLE 2022-2030 HOUSING ELEMENT UPDATE

Mintier Harnish led a multi-disciplinary consulting team to prepare the 6th Cycle Housing Element Update for Del Norte County. The project began in 2021 with initial community outreach and engagement, which include a project kick-off meeting and a community open house to discuss housing conditions and the distinct economic, social, and geographic housing needs of the community. Major challenges navigated in the Housing Element include the lack of utilities and infrastructure in rural communities; addressing fair housing issues in rural and tribal areas that lack schools, stores, and services; low wages countywide; and conflicts between State housing goals and coastal zone requirements. The Housing Element addresses each of these issues and includes programs to address new State laws involving Fair Housing and Affirmatively Furthering Fair Housing. The Draft 2022-2030 Housing Element was released for public review in March 2022 and submitted for HCD review in April 2022. The Element underwent reviews based on comments from HCD and the public and the revised Housing Element was adopted on February 14, 2023 and certified by HCD on February 24, 2023.

- **Project Duration:**

April 2021 to February 2023

- **Staff Contact:**

Heidi Kunstal  
Director  
707-464-7254  
hkunstal@co.del-norte.ca.us

The consultant team also prepared zoning and General Plan amendments to encourage the production of housing in the county. An Initial Study/Negative Declaration was prepared by the consultant team in conjunction with this Element.

## TRINITY COUNTY

### GENERAL PLAN UPDATE, ZONING ORDINANCE UPDATE, AND PROGRAM EIR

Mintier Harnish is currently leading a comprehensive update to the Trinity County General Plan. The County initiated the update to address changes in State law, ensure internal consistency, incorporate modern best practices, and include the County's adopted cannabis program. The project includes the development of several documents, including an existing conditions and trends workbook, zoning ordinance diagnosis reports, vision and guiding principles, and policy document (which includes goals, policies, and implementation programs). The Project also includes a comprehensive Zoning Ordinance Update. The updated Zoning Ordinance will incorporate changes in State law (e.g., ADUs, density bonuses, emergency shelters) and will be consistent with the updated General Plan. Community engagement is a large part of the project. Engagement activities include regular newsletter releases, the use of project branding through developing a logo and style, facilitation of focus group and Technical Advisory Group (TAG) meetings, joint study sessions with the Planning Commission and City Council, community workshops, and pop-up booths at community events, fairs, and festivals. The overall General Plan Update is scheduled for completion in Spring 2024.

- **Project Duration:**

November 2020 to Present

- **Staff Contact:**

Ed Prestley  
Interim Deputy  
Director of Building/  
Planning/Cannabis/  
Environmental Health  
530-623-1351, Ext.  
2820  
eoprestley@  
trinitycounty.org









# SCOPE OF SERVICES

## PROJECT UNDERSTANDING

The City of Susanville is seeking proposals from highly qualified, professional consultants to assist the City with a comprehensive Update to its Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the City's existing General Plan Elements. The consultant is expected to review the existing Plan's Elements, update the document to reflect current conditions and City policies, and ensure that the final updated Plan complies with all applicable State planning law requirements. The General Plan Update must identify goals, policies, and programs to guide the future physical, social, and economic development of the city while maintaining consistency between Elements and complying with community goals. The consultant is expected to develop all necessary documents for eventual adoption, including drafts of all Elements and environmental review pursuant to the California Environmental Quality Act (CEQA). Based on our reading of the Request for Proposals (RFP) and review of the existing City General Plan and other planning documents, we understand that in order to be successful, the Project must address the following considerations:

### **ASSEMBLE A HIGHLY QUALIFIED CONSULTANT TEAM**

The City is seeking a consultant with the necessary resources, expertise, experience, and knowledge to comprehensively update the City of Susanville's General Plan Elements. The City expects the consultant to be a leader in the field with strong analytical expertise, sufficient knowledge and experience to meet California's General Plan requirements, a strong track record of delivering high quality, visually communicative plans that are ready for implementation, and a depth of experience in updating the Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, and Conservation Elements of General Plans



for jurisdictions throughout California. Finally, the City expects the consultant to have strong project management and communication skills.

## **EVALUATE THE EXISTING GENERAL PLAN AND OTHER CITY DOCUMENTS**

The City expects the consultant to have a thorough understanding of existing City and regional documents that will shape and impact the General Plan Update. The consultant will accomplish this through an assessment of the City's 1999 General Plan Elements, the recently updated Land Use and Circulation Elements, and other important planning documents, including a review and evaluation of the content and current programs found in these documents. This evaluation will inform all subsequent updates to the City's Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, and Conservation Elements of the General Plan, as well as their Implementation Programs.

## **PREPARE A CONTEMPORARY GENERAL PLAN THAT COMPLIES WITH STATE PLANNING LAW**

The City expects the consultant to prepare a General Plan that responds to current community needs and is consistent with State law. The updated General Plan Elements should identify, evaluate, and highlight ways in which the city can grow and develop while protecting local recreational opportunities and all of the other aspects of the city that are important to the community. While the City recently updated its Land Use and Circulation Elements, the General Plan has not been comprehensively updated in over 20 years. During that time, there have been significant changes in general plan requirements and State law. This Update provides the City with an opportunity to consider all the recent changes in law, especially in the context of contemporary planning issues. For transportation, there are complete streets requirements (AB 1358), as well as changes in the metrics used (vehicle miles

traveled) to assess traffic impacts (SB 743). There are more stringent requirements for addressing flood risks (AB 162) and the sustainable use of groundwater (Sustainable Groundwater Management Act), as well as new requirements for addressing cultural resources and consultation with Native Americans (SB 18 and AB 52). SB 244 requires the City to address infrastructure deficiencies in disadvantaged unincorporated communities within their Sphere of Influence. SB 1000 requires the City to include environmental justice as a part of the General Plan Update. AB 32, SB 32, and SB 375, greenhouse gas reduction laws, as well as SB 379, which includes climate change vulnerability assessment and hazard mitigation requirements, place new expectations on local government to address climate change.

## **PREPARE A 7TH CYCLE HOUSING ELEMENT**

The City expects the consultant to update the City's Housing Element as a part of this Update. Housing Elements must follow State planning law requirements that are specific to Housing Elements; therefore, the consultant should have a wide range of experience in drafting Housing Elements for jurisdictions throughout California. In addition, the consultant should have an established rapport with the California Department of Housing and Community Development (HCD) and should be knowledgeable about the expectations of HCD in regard to deadlines and housing requirements.

## **ENGAGE THE COMMUNITY**

The City expects the consultant to work with City staff to organize and facilitate a comprehensive community engagement strategy. The engagement strategy must include activities that engage the public to get input on critical issues, keep them updated on the process, and educate them on relevant issues and concepts. The consultant should have a stellar track record of conducting outreach and engagement that is inclusive of diverse communities and generates investment in the process that results in successful consensus building. The engagement strategy should be inclusive

of all members of the community to ensure that all groups are represented in this Update. The updated General Plan Elements must be based upon the results of this public engagement strategy to ensure that all facets of the community participate and are represented in shaping the City's future.

## PERFORM WORK IN A TIMELY MANNER

The City expects work on the General Plan Elements Update to begin promptly, following completion of the Project kick-off meeting. The consultant should provide a realistic and efficient schedule for the General Plan Update process, including major anticipated activities, actions, and milestones. This will ensure that the consultant team can meet both budgetary and schedule considerations.

## PREPARE AN ENVIRONMENTAL REVIEW

The City expects the consultant to prepare all applicable environmental documents pursuant to CEQA, including an Initial Study and any subsequent environmental documents. All prepared CEQA documents will be submitted to the City's Planning Department and drafted to meet both City expectations and State law requirements. If required, the consultant may also be expected to complete a Project Environmental Impact Report (EIR), however, this would be prepared under a separate agreement. If required, the Project EIR would be integrated into the planning process and inform the development of the General Plan itself. Additionally, the EIR would facilitate implementation of the General Plan, by streamlining and tiering of subsequent environmental review of projects where feasible that are consistent with the General Plan.





# PROPOSED APPROACH

Updating the General Plan's Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, and Conservation Elements, as well as updating its Implementation Program Chapters is a great opportunity for the City to develop a contemporary General Plan and for the community to reach a consensus on their long-term goals for the city. In Susanville, this process will be driven by its diverse and informed citizens, the Planning Commission, City Council, and City staff. The role and responsibility of the Consultant Team is to assist the City with making these important decisions. It is not the Consultant's place to tell the City what is best for their future but to help provide the information to allow informed choices to be made. Our success, as your General Plan consultant, should be measured by how effective we are in facilitating a comprehensive discussion of the important issues facing the community and how we help the community reach an educated consensus on its goals for the future. Along the way, our broad experience, technical knowledge of what various futures might hold, and understanding about what ideas other communities have found effective can help the City make the best decisions to meet the community's projected needs and desired vision. The Mintier Harnish Team will help the City put together a plan for the future that is contemporary and fits the community's vision. To accomplish this, we will work closely with City staff, decision-makers, and the community to facilitate an inclusive discussion of important local issues and help the community reach an informed consensus on its goals, policies, and implementation strategy. We will also ensure that the new Elements are consistent with State law and address new State mandates. There are eight key aspects of our approach to accomplish this:

## ASSEMBLE A HIGHLY QUALIFIED GENERAL PLAN TEAM

In order to provide all of the services requested by the City in its General Plan Update RFP, we have assembled a highly qualified General Plan Update Team who has worked successfully together on similar past projects in order to provide all of the services and support required by the project. Mintier Harnish, the team leader, specializes in general plan updates, having prepared over 65 general plans in our 38 years of business.

**Bollard Acoustical Consultants, Inc. (BAC)**, our team member for environmental noise and vibration assessments, will support Mintier Harnish in updating areas of the General Plan which consider noise and its impacts to the community. BAC is proficient in both CEQA and NEPA compliance, and serves as a sub-consultant to many planning firms in the preparation of General Plans and EIRs.

**Dynamic Planning + Science (DP+S)** will assist Mintier Harnish in working on the Safety Element and the Housing Element. Through their work, DP+S aims to foster community health, resilience, and safety by addressing challenges between the natural and built environment. Their staff members have over 65 years of combined experience analyzing hazard risks and merging their diverse skills to make communities safer using engineering, design, regulatory, and planning fields.

**Planning Partners**, our team member for environmental compliance, specializes in long-range planning and the preparation of environmental technical studies and environmental documents pursuant to the requirements of the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). Planning Partners has strong working qualifications on a variety of projects, including

environmental documents for General Plan updates in the cities of Folsom and the counties of Merced, San Joaquin, and San Benito. Planning Partners has worked on development projects and EIRs for the past 28 years, which has given the firm a strong understanding of important community issues and opportunities that impact the environmental documents and public review process.

## **ENSURE QUALITY COLLABORATION AND STRONG WORKING RELATIONSHIPS**

Close collaboration with City staff, City Council members, the public, and other important outside agencies is an essential part of our approach. While our team has unparalleled experience with general plan updates in California, City staff possess detailed knowledge concerning the City's social and political environment, day-to-day operations, and decision-making process. Throughout the Update, we will maintain close communication through regularly scheduled calls and meetings and form an integrated staff/consultant project team. In addition, City staff, Planning Commission, and City Council will be involved in critical milestones of the Update process, providing direction or affirmation at key decision points.

Beyond these key steps, we will establish communication protocols and other project management techniques to assure the project proceeds effectively and efficiently. We have extensive experience effectively managing a wide range of general plan update teams. As a part of our work, we have developed a number of tools and checklists the team can use to assure the integrated staff/consultant team successfully completes the Update on schedule and within budget.

## **ENGAGE WITH THE COMMUNITY AND ITS LEADERS**

Throughout the Update, we will facilitate an effective engagement strategy to solicit input on the updated Elements and understand community expectations for the City's General Plan. This program will include developing project branding and a logo, a project website, online engagement, e-blasts, newsletters, press releases, community workshops, stakeholder interviews, and focus group meetings. While community engagement will be an important component of the project as a whole, community engagement that is specific to the Housing Element Update will ensure that future housing developments fit with the community's vision. We will spend time with the community and decisionmakers understanding their issues, hopes, and expectations and work with City staff to translate that understanding into a vision for the future and guiding principles upon which we can help formulate the General Plan. Additionally, the consultant team will attend public Planning Commission and City Council hearings to facilitate the adoption process for all drafted documents.

## **REVIEW EXISTING CITY DOCUMENTS**

We will review the existing Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, and Conservation Elements, as well as the Implementation Program Chapters of the City's General Plan. Throughout this review we will analyze the Elements and the effectiveness of their programs and impacts on the City's built environment. In addition to the existing General Plan Elements, other City documents will be reviewed to understand local conditions, including the City's Zoning Ordinance, 2019 Hazard Mitigation Plan, 2002 Design Guidelines, and the Lassen County 2023 Regional Transportation Plan.

## IDENTIFY NEEDED CHANGES

We will work with City staff to audit the General Plan to identify inconsistencies and ensure compliance with State law and the General Plan Guidelines. This evaluation will include every General Plan goal, policy, and implementation program. Staff will determine and identify policies and programs that continue to reflect current policy, as well as aspects of the 1999 General Plan to remove and improve. Based on that evaluation, we will modify Plan contents accordingly and facilitate a series of study sessions with Planning Commission and City Council to identify new Plan content.

## UPDATE THE GENERAL PLAN

We will prepare a long-lasting, flexible General Plan that can respond to the changing needs of the City, of Susanville, and its residents. All prepared documents will be user-friendly through clear writing and strategic use of graphics and photos to illustrate concepts and policies. All documents will be easily accessible in hard copy and online formats. As part of this effort, we will craft new policies and programs for consideration that reflect statutory changes and contemporary planning practice. The General Plan's updated goals, policies, and implementation programs will be based on input by the community and decision-makers throughout the Update process.

## FORMULATE A FEASIBLE IMPLEMENTATION PROGRAM

One of the hallmarks of our general plans is an emphasis on implementation and achievable action. Preparing a general plan is nothing more than an academic exercise if it sits on the shelf. Consequently, a key focus of our approach to preparing general plans is ensuring that the final product is implementable. The General Plan will provide clear direction regarding how programs or policies will be implemented, who will be responsible for the implementation, and what the time frame is for implementation. We will work with City staff to develop measurable indicators of successful implementation.

## PREPARE ENVIRONMENTAL DOCUMENTS

We will prepare all necessary environmental documents for this Update, including an Initial Study with Negative Declaration, to ensure a timely adoption process for the City. If the Initial Study reveals potential significant environmental impacts and it is determined that a Mitigated Negative Declaration or Environmental Impact Report (EIR) is required, then the Consultants will work with City staff on an amendment to this Agreement to develop a scope of work and budget to cover the additional environmental review needed.

# SCOPE OF SERVICES

## Phase 1 – Project Initiation

**1.1 Request for Information (RFI).** The Consultants will provide a Request for Information (RFI) to City staff in advance of the Project kick-off meeting. The RFI will list data necessary for the Consultant team to prepare the Update. The Consultants will discuss the RFI at the kick-off meeting.

**1.2 Project Kick-off.** The Consultants will facilitate a project kick-off meeting with City staff. During this meeting, the Consultants will work with City staff to accomplish the following:

- Review the work scope and schedule.
- Establish communication protocols, including monthly status reporting, project status coordination calls, and conference call/online video call protocols.
- Determine a typical review schedule needed by City staff for draft work products.
- Identify informational sources and available GIS mapping data, including its level of accuracy, status, and most recent updates.
- Review and discuss overall organization of the Housing Element Update.
- Discuss the community engagement strategy, City staff and Consultant roles and responsibilities, and formation of the Focus Group.
- Review preliminary RHNA.
- Discuss data resources, approach, and methodology for the sites analysis.
- Discuss critical housing issues and the City's existing Housing Element.
- Determine consultation and coordination with appropriate governmental agencies.

## 1.3 Newsletter #1: Project Overview.

The Consultants will prepare a newsletter that describes what a housing element is, how and why it is being updated, the project schedule, and how to get involved in the process. The Consultants will also include a section on State Housing Element law FAQs. The newsletter will also describe the other components of the project, including the updates to the remaining General Plan Elements, and environmental analysis. The newsletter will publicize upcoming community engagement opportunities and the first on-line engagement tools.

**1.4 Diagnostic Document Review.** The Consultants will review all City documents relevant to the update of the Housing, Circulation, and Safety Elements, including the 1990-2010 General Plan and related amendments, the updated Land Use, Circulation, and Safety Elements (2023), 2019 Lassen County Multi-Jurisdictional Hazard Mitigation Plan, 5th Cycle Susanville Housing Element, City Municipal Code, existing Zoning Ordinance, over-the-counter planning hand-out materials, and other planning policy or regulatory documents.

## 1.5 General Plan Elements Audit.

The Consultants will work with City staff to evaluate the existing Community Character (existing Chapter 6), Open Space, Parks, Recreation, and Childcare (existing Chapter 7), Community Health, Safety, and Conservation (existing Chapter 9) Implementation Program Chapters in the existing General Plan Elements. The Audit will help determine what works, what does not work, and where the elements lack adequate or current guidance. The Consultants will use our proprietary General Plan Audit Tool to provide insights on the existing elements clarity; linkages to other plans; progress in achieving desired outcomes; and whether goals, policies, and implementation programs should be carried forward, modified, or removed.

**Deliverables:**

- Request for Information (digital version)
- Kick-off Meeting Materials
- Newsletter #1: Project Overview (digital version, 50 hardcopies)
- General Plan Audit (digital version)

## Phase 2 – Project Management and Coordination

**2.1** The Consultants will regularly communicate with City staff on a weekly or bi-weekly basis or, as necessary, to discuss current tasks, schedule, and next steps, and resolve any issues. The Consultants will prepare monthly status reports documenting the progress made each month on completing the project, and review and update the schedule, as necessary.

## Phase 3 – Community Outreach and Engagement

### 3.1 Community Engagement Strategy.

Based on input from City staff at the kick-off meeting, the Consultants will finalize the details of the comprehensive Community Engagement Strategy. The strategy will describe engagement methods, responsibilities, and publicity protocols. The Consultants will structure the Strategy to be inclusive of all those who make up the “community,” including residents; workers; businesses; property owners; developers and residential builders; educational institutions; civic, community, and non-profit organizations; religious, social, cultural, and ethnic groups; and public agencies. In addition to being inclusive, the goal is to create meaningful opportunities for involvement throughout the preparation of the Housing and General Plan Elements Updates.

**3.2 Project Branding and Logo.** The Consultants will develop a branding package for the Housing and remaining General Plan Elements Updates. The branding package will include a project logo and style templates for all work products, maps, and publicity materials to build enthusiasm about the project and ensure that this effort is distinct in the minds of the community.

### 3.3 Website and Online Engagement.

The Consultants will develop an interactive, informational website, or page on the City’s website, for the Housing Element Update to provide an easy-to-use tool for residents to stay informed during the Update process. The website will provide project information, access to all materials developed for the project, and an access point for online engagement tools for polling and idea generation. This will provide access to virtual meetings that can support those that cannot attend events due to personal circumstances or public health restrictions. The Consultants will regularly update the online engagement tools with new questions, surveys, opinion polls, and geographic mapping tools.

### 3.4 Stakeholder Interviews.

The Consultants will conduct up to 16 virtual one-on-one and small-group interviews with key stakeholders and community groups to solicit input on issues and expectations for the Housing Element Update and subsequent General Plan Elements. The Consultants will develop the list of interviewees in consultation with City staff, but the list could include community and business leaders, environmental groups, housing advocates, senior and other special needs representatives, developers and real estate brokers, business owners, and other interest groups.

**3.5 Focus Group Meeting #1.** The Consultants will assist City staff with facilitating the first Focus Group meeting. The meeting will include a discussion of the Focus Group organization and meeting protocols. The Consultants will present an overview of the project and schedule and get input



and direction on member expectations for the project. The Consultants will use the opportunity to discuss housing issues and gain an understanding of the Group members' housing-related priorities and concerns. This is likely to be a virtual meeting via Zoom or other on-line technology.

**3.6 Planning Commission and City Council Joint Study Session.** The Consultants will facilitate a Joint Study session with the Planning Commission and City Council to present an overview of the project and schedule and get input and direction on their expectations for the project. The Consultants will introduce the Focus Group members and ask the Commission and Council to express to the Group their expectations for the Group's work. The Consultants will use the opportunity to discuss housing issues and gain an understanding of the housing-related priorities and concerns of the Commissioners and Councilmembers. The Consultants will assure full public access and participation.

#### **Deliverables:**

- Stakeholder and community contact list (digital; Excel, pdf)
- Community engagement strategy (digital; Word, pdf)
- Project logo and branding package (Digital; pdf)
- Website and online engagement (digital)
- Joint Study Session PowerPoint presentation (digital; PowerPoint, pdf)

## **Phase 4 – Housing Element**

**4.1 Community Workshop #1: Housing Concerns and Needs.** The Consultants will facilitate a community workshop as a virtual townhall event as described in the RFP. This event will be designed to engage residents and stakeholders throughout the city. The workshop will provide a common understanding of the purpose of

the Housing Element Update, key steps in the process, and seek public input on housing issues and distinct economic, social, and geographic housing needs.

**4.2 Focus Group Meeting #2.** The Consultants will assist City staff with facilitating a Focus Group meeting to discuss the results of the first community workshop and how the public input should be considered when preparing the Housing Element. The Consultants will also review the next steps in the update, with a focus on the site assessment. This will be a virtual meeting via Zoom or other on-line technology.

**4.3 Vacant and Underutilized Sites Assessment.** The Consultants will use the city's RHNA allocation and city-supplied data (e.g., Excel spreadsheets, GIS data layers) tool to develop an initial "first-pass" adequate sites inventory that will be refined throughout the development of the draft Element. The Consultants will prepare a complete draft of the sites inventory and analysis, in accordance with Government Code Section 65583(a)(3). To accomplish this, the Consultants will review and update the vacant and underutilized sites inventory using the current Assessor's data and field spot checks. The sites inventory will be a parcel-specific land inventory, as required by AB 2348, based on the current General Plan and Zoning Code, and other recent planning efforts related to land use.

The Consultants will strive to ensure that the inventory provides sufficient sites to meet the City's RHNA for both affordable and market-rate housing. This site inventory analysis will require further refinement than previous Housing Elements due to AB 1397, which enacted stricter requirements for the adequacy of housing sites, including non-vacant sites and sites that were identified in previous Housing Elements. Sites need to have sufficient available infrastructure and realistic dwelling unit capacity based on development of affordable housing at the likely density, rather than the maximum density permitted.

If this analysis reveals insufficient sites, the Consultants will work with City staff to expand the inventory by identifying possible sites for rezoning, modifying densities, and outlining other approaches to increasing housing capacity. The Consultants have experience with this process and, if necessary, will work with City staff to identify the most suitable sites for rezoning and advise on potential CEQA implications. The Consultants will collaborate to avoid potentially significant environmental impacts, to the extent feasible, while examining feasible housing sites. The Consultants will also assess the real-world constraints that may be presented in development of potential sites (e.g., habitat/open space restrictions, agency permitting requirements, easements).

The Consultants will maintain the inventory as it develops during the process in an easily tracked format, so it can be revised as necessary during the Housing Element update. The Consultants will provide the City with the inventory files (i.e., GIS data layers, Excel spreadsheets) prior to the project's conclusion. Following initial review by HCD, the final sites used in the Housing Element will be inserted into HCDs standard sites form for submittal with the Final Housing Element.

**4.4 Focus Group Meeting #3.** The Consultants will assist City staff with facilitating a Focus Group meeting to discuss the results of the vacant and underutilized sites assessment. Mintier Harnish will review our methodology, present our findings, discuss the implications for rezoning and the CEQA assessment, and discuss options. This will be a virtual meeting via Zoom or other on-line technology.

**4.5 Community Workshop #2: Vacant and Underutilized Sites Assessment.** The Consultants will facilitate a virtual community workshop on the results of the vacant and underutilized sites assessment. The Consultants will conduct a webinar to review our methodology, present our findings, describe the implications for rezoning, and layout options. The Consultants will then facilitate a question and answer

session and small group breakouts to discuss the siting solutions presented. The on-line workshop will also include a community opinion survey based on the sites assessment to provide an additional opportunity for community input. The webinar and polling will remain on the website for two to three weeks to assure full community participation. The Consultants will summarize the results of the input received.

**4.6 Focus Group Meeting #4.** The Consultants will assist City staff with facilitating a Focus Group meeting to discuss the results of the community discussion and survey about the vacant and underutilized sites assessment. The Consultants will solicit ideas and direction from the Focus Group about how to address community concerns as the Consultants initiate preparation of the Housing Element. This is likely to be a virtual meeting via Zoom or other on-line technology.

**4.7 Planning Commission and City Council Joint Study Session.** The Consultants will facilitate a Joint Study session with the Planning Commission and City Council to discuss the results of the community discussion, survey, and Focus Group meetings on the sites assessment. The Consultants will solicit ideas and direction from the Planning Commission and City Council about how to address community concerns as the Consultants initiate preparation of the Housing Element. This is likely to be a virtual meeting via Zoom or other on-line technology.

## **4.8 Administrative Draft Housing Element.**

**4.8.1 Existing Housing Needs Analysis.** The Existing Housing Needs Analysis is a comprehensive evaluation of current demographic, employment, housing, and housing market conditions and trends. The Consultants will use this section as the basis for determining the existing unmet housing needs in the city. The Consultants will update the assessment of

housing needs for all income groups and identify the city's special housing needs. The Consultants will include the following topic areas in this assessment:

**Demographic Profile and Employment Profile.**

This section establishes “baseline” population and employment characteristics for the city, including population growth trends, age characteristics, race and ethnicity, income, and local employment trends, as well as population and employment projections.

**Household Characteristics and Housing Stock.** The Consultants will use recent data sources to update the description of the existing housing stock in terms of housing stock growth and composition, vacancy rates, housing age and conditions, and overcrowding. The Consultants will also describe housing cost burdens and the ability of households of different income levels to pay for housing. The Consultants will describe current housing market trends, home sale prices, and rental rates using recent data sources (e.g., DataQuick, Zillow, CalREALTORS records) and based on conversations with local realtors.

**Special Needs Housing Analysis.** The Consultants will update the analysis of housing needs for special needs populations, including senior households, persons with disabilities, including persons with developmental disabilities, large families, single female-headed households, farmworkers, seasonal workers, extremely low-income households, persons in need of emergency shelter, and students.

#### 4.8.2 Housing Resources and Opportunities.

The Housing Resources and Opportunities section will examine the resources and opportunities available for the development, rehabilitation, and preservation of housing. Included is an inventory and analysis of the land resources (i.e., vacant and underutilized sites), as well as the financial and administrative resources available to support housing activities.

**Vacant and Underutilized Sites Assessment.** A description and discussion of findings from the assessment will be included under this section in the

Housing Element. The Consultants will also take into consideration community input and Focus Group direction in preparing this section.

**Affirmatively Furthering Fair Housing.** As a part of the sites assessment, the Consultants will analyze whether the identified sites serve the purpose of replacing segregated living patterns with truly integrated and balanced living patterns that work to transform racially and ethnically concentrated areas of poverty into areas of opportunity. In this effort, the Consultants will:

**Adequacy of Public Facilities and Services.** The Consultants will prepare an assessment of the adequacy of water and wastewater infrastructure to meet existing and future housing needs based on existing master plans and discussions with City staff.

**Inventory of Financial and Administrative Resources.**

The Consultants will describe local, regional, State, and Federal financial and administrative resources available to help the City implement its housing programs.

**Energy Conservation Opportunities.** The Consultants will describe opportunities for energy conservation, including the City's General Plan policies that promote energy conservation and air quality protection, and other alternative energy and green building measures. The Consultants will also describe local energy conservation programs, such as weatherization and rebate programs provided by local utility companies.

**4.8.3 Housing Constraints.** The Consultants will review and update the analysis of both governmental and non-governmental constraints, such as land and development costs, site constraints, existing or planned infrastructure, land use controls, building code regulations, fees, and permit and processing procedures. The Consultants will also analyze constraints on housing for persons with disabilities, as well as the City's current permitting procedures for emergency shelters, transitional and supportive housing, and single-room occupancy units. The Consultants will

update this section to address the current economic, climate, and housing market conditions. The housing constraints analysis will also document local efforts to remove governmental constraints to improve the City's ability to meet its share of the regional housing needs.

#### **4.8.4 Evaluation of Previous Housing Element.**

The Consultants will review and evaluate the implementation of the current Housing Element policies and programs based on information provided by City staff and annual Housing Element reports submitted to HCD. The evaluation will identify which programs have been accomplished, which programs have been the most successful, and why some housing programs have not been implemented or have been unsuccessful. The Consultants will prepare an assessment memo summarizing the results from this analysis and recommending specific changes to be incorporated into the Housing Element Update.

**4.8.5 Administrative Draft Policy Document.** The Consultants will update the current Housing Element goals, policies, programs, and quantified objectives based on the evaluation of the performance of these items in the current Housing Element, the housing needs and constraints, recent changes to State Housing Element law, public input, and feedback from City staff. Housing policies and programs will build upon the most successful policies and programs in the current Housing Element.

### **4.9 Community Workshop #3: Affirmatively Furthering Fair Housing.**

Meeting the housing needs of all populations without discrimination is a requirement for an adequate Housing Element. To effectively combat housing discrimination and affirmatively further fair housing, HCD has identified recommendations and action steps to address the 10 impediments to fair housing. As part of this virtual workshop, the community will be presented information on population, demographic, socioeconomic, and geographic indicators of housing

impediment. Following the presentation, the community will meet in small groups to identify methods to help overcome these issues.

**4.10 Focus Group Meeting #5.** The Consultants will assist City staff with facilitating a Focus Group meeting to review the Administrative Draft Housing Element. This will be either an in-person or virtual meetings via Zoom or other on-line technology. Based on the Focus Group comments and direction, we will prepare a second Administrative Draft Housing Element for staff.

**4.11 Public Review Draft Housing Element.** The Consultants will prepare a Public Review Draft Housing Element based on City staff comments on the second Administrative Draft. The Consultants will also prepare an appendix with Public Review Draft General Plan and Zoning Ordinance Amendments.

**4.12 Newsletter #2: Public Review Draft Housing Element.** The Consultants will prepare a newsletter that provides a summary of the key take-aways in the Public Review Draft Housing Element, particularly key changes to policies and programs, any proposed changes to land use designations (locations or density ranges), and what these changes mean for their community. The newsletter will provide an update on the Housing Element process and information on how to provide input on the draft Housing Element.

**4.13 Community Workshop #4: Public Review Draft Housing Element.** The Consultants will facilitate a virtual community workshop designed to engage residents and stakeholders throughout the city. The workshop will provide a summary of the Public Review Draft Housing Element, particularly key changes proposed and what these changes mean for the community. Proposed General Plan Amendments will also be described.

The Consultants will facilitate an open-house style meeting with informational stations that enable participants to drop by and stay as long as they want.

The Consultants will create large-format informational displays on the project and topical areas and prepare a presentation to welcome workshop attendees. The Consultants will provide on-line engagement opportunities for those unable to attend the workshop. The Consultants will adapt the workshop to a fully on-line format should in-person meetings are still discouraged.

**4.14 Planning Commission Study Session.** The Consultants will attend a study session with the Planning Commission to solicit input on the Public Review Draft Housing Element and General Plan Amendments. At the end of the study session, the Planning Commission will formulate a recommendation for the City Council to authorize City staff to submit the Housing Element to HCD for the mandated 90-day review period. The Consultants will prepare and present a PowerPoint presentation.

**4.15 City Council Study Session.** The Consultants will attend a study session with the City Council to solicit input on the Public Review Draft Housing Element, General Plan Amendments, and request authorization to submit the Housing Element to HCD for the mandated 90-day review period. The Consultants will describe all input received from the community workshop and on-line input and any revisions to the project documents proposed in response to this input. The Consultants will prepare and present a PowerPoint presentation.

**4.16 HCD Review Draft Housing Element, HCD Checklists, and Transmittal to HCD.** The Consultants will revise the Public Review Draft Housing Element based on direction from the Planning Commission and the City Council and prepare the draft to be delivered to HCD. The Consultants will provide a digital copy of the HCD Review Draft Housing Element for posting on the City website and will send out an email to stakeholders and community meeting attendees. The Consultants will also prepare a cover memorandum to accompany submission of the Draft Housing Element to HCD. Under

State law, HCD has up to 90 days to review the Draft Housing Element. During the HCD review process, Mintier Harnish will maintain close contact with the designated HCD reviewer to respond to any questions he/she may have during the process.

**4.17 Meeting with HCD.** Following submission of the HCD Review Draft Housing Element and prior to the end of the 90-day review period, The Consultants and City staff will meet with HCD staff or conduct a phone call meeting to discuss the Draft Housing Element and preliminary HCD comments.

**4.18 Response to HCD Comments.** Following the City's receipt of HCD comments on the HCD Review Draft Housing Element, the Consultants will prepare a preliminary response to HCD comments and provide this to City staff for their review. Based on comments received from City staff, the Consultants will then prepare a formal written response to HCD comments and submit them to HCD. The Consultants will work closely with HCD to seek a timely conditional approval letter prior to Planning Commission and City Council hearings. If necessary, The Consultants will meet with HCD after submitting the response to comments to facilitate the review process.

### **Deliverables:**

- Underutilized and Vacant Sites Assessment (digital; GIS, Excel, pdf)
- Community Workshops #2, #3, and #4 Materials (digital; webinar, PowerPoint, on-line opinion survey, hard copy large format posters)
- Opinion Survey Results (digital; Word, pdf)
- Administrative Draft Housing Element (#1) (hard copy (1); digital; Word, pdf)
- Administrative Draft Housing Element (#2) (hard copy (1); digital; Word, pdf)
- Public Review Draft Housing Element (hard copy (1); digital; Word, pdf)
- Newsletter #2 (digital; InDesign, pdf)
- Study Session Materials (digital; PowerPoint)



- Addendum outlining revisions of Public Review Draft in response to input and comments from the public, Planning Commission, and City Council Study Sessions, including track changes of revisions. (digital; Word, pdf)
- HCD Review Draft Housing Element (digital, pdf)
- Completeness Checklist (digital; Word, pdf)
- Response to HCD Comments (digital; Word, pdf)

## Phase 5 – Safety Element Update

**5.1 Draft the Element and Climate Vulnerability Assessment.** The Consultants will draft an updated Community Health, Safety, and Conservation Element for the City that is responsive to community needs and complies with all applicable State laws, including the procedural and statutory requirements and guidance of the California Department of Forestry and Fire Protection, the California Office of Emergency Services, and the Office of Planning and Research. As requested, this work will focus on the statutory requirements of SB 379, SB 1241, SB 99 and AB 747. It is anticipated that the following list of requirements will be used as a guide to complete this update:

**Wildfire:** Recent Statutory Amendment (applicable to Safety Elements updated in 2014 or later) pursuant to Government Code 65302(g)(3) and 65302.5.

**Flood:** Recent Statutory Amendment (applicable to Safety Elements updated in 2009 or later) pursuant to Government Code Section 65302(d)(1) and (g)(1).

**Climate Adaptation and Resiliency:** Recent Statutory Amendment (applicable to Safety Elements updated in 2017 or later) pursuant to Government Code 65302(g)(4).

**Evacuation Routes:** Recent Statutory Amendment (applicable to Safety Elements updated in 2020 or later) pursuant to Government Code 65302(g)(5).

**Certified Local Ordinances:** Local ordinances certified as meeting or exceeding Title 14 SRA Fire Safe Regulations, pursuant to 14 CCR 1270.01 and 1270.03.

**First Responders:** Establish on-going coordination mechanisms between first responders and policy makers to maximize limited resources.

**As part of Task 5.1, the Consultants will prepare the following assessments and analyses:**

**Climate Vulnerability Assessment:** Following review of existing climate adaptation and resiliency strategies from the 2018 HMP, 2023 Lassen County General Plan Safety Element, and other relevant documents and resources, the Consultant Team will draft a Climate Vulnerability Assessment (CVA) and develop recommendations for General Plan goals, policies, and implementation actions in support of SB 379. This SOW will provide a detailed look at climate change vulnerabilities and adaptations with a focus on new state requirements. The results are intended to provide information to help inform updates to the General Plan Community Health, Safety, and Conservation Element (especially related to climate resilience and adaptation), in addition to meeting the legislative requirements associated with a recent bill:

**Senate Bill 379 (2016).** *As of January 1, 2017, SB 379 requires cities and counties to include climate adaptation and resiliency strategies in their general plan safety elements upon the next revision. The bill requires the climate adaptation update to include a set of goals, policies, and objectives for communities based on a vulnerability assessment. It also requires implementation actions, including the conservation and implementation of natural infrastructure that may be used in adaptation projects.*

The CVA, in combination with the City's adopted HMP and Community Health, Safety, and Conservation Element, will help safeguard Susanville against both current and future hazard conditions, including the

changes in hazard events from climate change, and meet requirements of SB 379. The approach will also respond to the reality of wildfire, flooding, and other threats faced in the city, and incorporate input from the public, stakeholders, and decision makers.

The updated CVA will consider the threats from all relevant hazard conditions (called exposures in CVA terminology) and will emphasize changes to hazard frequency and severity due to climate change. The updated vulnerability assessment will also assess local population and asset sensitivities to such exposure. This includes the risk of physical damage to buildings and infrastructure, social vulnerability of persons likely to be disproportionately harmed by hazards, potential disruption to the City's economic engines, loss of important services, and damage to sensitive ecosystems.

Consistent with State regulations and guidance, the Consultants will ensure the revised CVA includes information available from Federal, State, regional, and local agencies that will assist in developing the vulnerability.

- Information, climate models, and tools from cal-adapt.org.
- Information from the City, Lassen County, and other applicable local and regional agencies on the types of assets, resources, and populations that will be sensitive to various climate change hazards.
- Information from the City, Lassen County, and other applicable local agencies on their current capabilities to deal with the impacts of climate change.
- Historical data on natural events and hazards, including locally prepared maps of areas subject to previous risk, areas that are vulnerable, and sites that have been repeatedly damaged.
- Existing and planned development in identified at-risk areas, including structures, roads, utilities, and essential public facilities.

- Federal, State, regional, and local agencies with responsibility for the protection of public health and safety and the environment, including special districts and local offices of emergency services.

The Consultants will also analyze climate-related hazards that are expected to be impacted by climate change, including those that may occur more frequently and become more severe in future years, such as wildfire. Based on the adopted 2018 HMP, the Consultants anticipate including flood, wildfire, severe weather, drought, and seismic and geologic hazards; however, additional research and discussions with City staff may identify other hazards to include.

### **Climate Adaptation and Resilience Goals and**

**Policies:** The Consultants understand that, in accordance with State law, the CVA must be integrated into a Safety Element. This includes identifying the potential for harm that climate change poses to the community, providing adaptation and resilience goals and policies to protect the community, and integrating implementation measures to put the goals and policies into practice. Based on the results of the CVA, the Consultants will prepare new general plan goals that establish a framework for adaptation and resilience in the city. The goals will focus on improving resiliency throughout the city for all populations and assets, with particular emphasis on the populations and assets that are most vulnerable. In coordination with City staff, the Consultants will incorporate the CVA into the Community Health, Safety, and Conservation Element in a way that best serves the community and also achieves full compliance with State law. The budget assumes two meetings in which the Consultants and City staff will participate in person, videoconference, or webinar.

## **5.2 Prepare and Finalize Element.**

The Consultants will prepare an initial draft of the City's General Plan Community Health, Safety, and Conservation Element and will work with City staff to conduct public outreach to refine the draft over time. It is expected that review and revision of the Element



will be coordinated and combined to the extent possible with review, revision, and finalization of other components of the General Plan.

**Administrative Draft:** The initial Administrative Draft will conform to the most recent update of the State’s General Plan Guidelines and address all relevant content requirements within Cal. Gov’t Code Section 65302(g) and (h) for the protection of the community from any unreasonable risks associated with the effects of:

- Flood protection (Compliance with AB 162);
- Seismic Hazards (primary and secondary);
- Wildfires (including compliance with SB 1241); and
- Climate change adaptation and resilience (in accordance with requirements of SB 379).

It is anticipated that mapping will be provided for wildfire, seismic and geologic hazards, flooding, and climate change. In addition, the element will also include mapping and discussions of evacuation routes (per SB 99 and AB 747), peak load water supply requirements, and minimum road widths and clearances around structures in the context of safety and evacuation planning. The Consultants will prepare a map displaying residential neighborhoods with fewer than two emergency evacuation routes based on GIS shapefiles and analysis conducted by the City in keeping with SB 99, and we will also develop an appendix to the element that addresses evacuation route capacity and viability under a range of scenarios. The Consultants will prepare policies that address emergency access for single-egress neighborhoods. Once complete, the Administrative Draft policy document and evacuation capacity study will be transmitted to City staff for review and comment.

**Public Review Draft:** Based on the City’s input, the Consultants will develop a Public Review Draft of the Community Health, Safety, and Conservation Element and coordinate public review. A good public outreach effort educates the public and motivates them to take

action to mitigate hazards near or inside their homes; this educational effort will be paired with public outreach regarding other components of the General Plan to the greatest extent possible.

**Final Draft:** Once public review and all required environmental review has been completed (see Phase 8), the Consultants will support City staff in presenting the final Element to the City Council for final adoption and approval upon incorporation of edits based on public comment. The Consultants will also support approvals from the Planning Commission for final adoption by City Council.

### **Deliverables:**

- Evacuation Planning Analysis (digital; GIS, Excel, pdf)
- SB 99 Accessibility Assessment (digital; GIS, Excel, pdf)
- Emergency Evacuation Capacity Analysis (digital; GIS, Excel, pdf)
- Climate Vulnerability Assessment (digital; Word, pdf)

## **Phase 6 – Noise Element Update**

**6.1 Background Noise Monitoring/Community Noise Survey.** The Consultants will conduct a thorough Community Noise Survey within the City limits to update the current Noise Element pursuant to Government Code Section 65302(f). The Noise Element will contain information consistent with the requirements of the State of California Governor’s Office of Planning and Research’s Noise Element Guidelines. The noise surveys will be conducted to analyze and quantify noise levels and the extent of noise exposure of the major noise sources in the city through actual measurement surveys and the use of appropriate noise modeling.

### **Community Noise Survey – Noise Sensitive Locations.**

The community noise survey component of the background report will consist of short-term and long-term noise level measurements at locations removed from major noise sources to establish typical ambient conditions in residential, park, school areas, and other noise-sensitive locations. Noise measurements will be conducted at as many locations as necessary to provide a representative cross-section of noise exposure within the city. The community noise survey is an important component in the updating of Noise Element and developing standards, where appropriate, to maintain or improve the ambient noise environment within sensitive areas of the city and to develop strategies for controlling noise at the source for noise-generating uses. The results of the community noise surveys will be tabulated and plotted, with the Day/Night Average Level (Ldn), average (Leq) and maximum (Lmax) values included in the tables and graphics.

**Noise Source Inventory/Survey.** In addition to conducting ambient noise surveys to quantify ambient noise exposure within the noise-sensitive areas of the City, an important component of the Noise Element Background Report is a noise source inventory. This inventory will include transportation noise sources and representative noise-generating business or locations within the City. The following specific noise generating sources will also be evaluated:

**Traffic Noise.** Existing noise levels due to major roadways (state highways and major collector roadways) will be evaluated. The Consultants will use a combination of traffic noise level measurements and the Federal Highway Administration (FHWA) Noise Prediction Model with existing and projected future traffic volumes provided by the City to predict distances to existing and future traffic noise contours. The contours will be plotted on appropriate base maps provided by the City.

### **Industrial Facilities and Stationary**

**Noise Sources.** The Consultants will identify representative specific noise-generating industrial facilities and other representative fixed/stationary noise sources within the city. We will work with City staff to identify facilities which may have resulted in noise-related concerns in the past and evaluate those facilities as appropriate. Stationary noise sources to be evaluated would include, but not be limited to, industry, mining uses, commercial loading docks, car washes, auto repair facilities, active recreation areas, etc.

## **6.2 Mapping of Future Noise**

**Contours.** The Consultants will prepare and provide mapping of future traffic noise contours.

## **6.3 Preparation of Goals & Policies.**

The Consultants will provide customized goals and policies for Susanville. Prior to the development of updated goals and policies, the Consultants recommend discussing the effectiveness of the current goals and policies with City Planning Department staff. This approach will ensure that the ineffective policies are updated while the effective policies are retained. Any updated policies, specifically including changes to noise standards, will be supported by the data collected during the community noise surveys discussed in Task 6.1.

## **6.4 Preparation of Full Noise Element.**

The Consultants will prepare a draft Noise Element update for the City's review and comment. The draft Noise Element will include a complete background section containing acoustical terminology, methodology, noise measurement and modeling results, an inventory of representative significant noise sources within the city, and options for noise mitigation measures. It will also contain a Goals and Policies section. All data and noise contour information will be provided electronically as well as included in the written report.

**Deliverables:**

- Background Report on Noise Monitoring (digital; GIS, Excel, pdf)
- Future Noise Contour Maps (digital; InDesign, pdf)
- Administrative Draft Noise Element (hard copy (1); digital; Word, pdf)
- Preliminary Draft Noise Element (digital copy (1); digital; Word, pdf)
- Public Review Draft Noise Element (hard copy (1); digital; Word, pdf)

## Phase 7 – Technical Updates to Remaining General Plan Elements

**7.1 Administrative Draft General Plan Elements.** The Consultants will prepare updates to the remaining Susanville General Plan Elements including the:

- Introduction (existing Chapter 2)
- Community Character (existing Chapter 6)
- Open Space, Parks, Recreation, and Childcare (existing Chapter 7)
- Community Health, Safety, and Conservation (existing Chapter 9)
- Implementation Programs Chapter
- Glossary and Key Terms

**7.2 Preliminary Review Draft Elements (Excluding the Housing Element).** Following review and comment by City staff, the Consultants will make appropriate corrections and updates and create a second Preliminary Draft set of elements. This version will ensure all appropriate changes have been completed.

**7.3 Public Review Draft Elements (Excluding the Housing Element).** Following review and comment by City staff, the Consultants will make appropriate corrections and updates and

prepare the Public Review Draft elements. Mintier Harnish will publicize the Draft elements by assisting the City with posting notices on the City's social media platforms and City website. The Draft elements will be released to the public for a review period of no fewer than 30 days.

**7.4 Planning Commission and City Council Joint Study Session.** The Consultants will facilitate a Joint Study session with the Planning Commission and City Council to present the Draft General Plan Elements. The Consultants will solicit input and direction from the Planning Commission and City Council. The Consultants will revise the Draft General Plan Elements as necessary following the study session.

**7.5 Agency Review of the Public Review Draft Elements.** The Consultants will provide digital copies of the Public Review Draft General Plan Elements to all relevant public agencies. Following the receipt of agency comments, the Consultants will work with City staff to determine which comments require immediate incorporation into the Elements and those that are most appropriate to forward to the Planning Commission and City Council for recommendation.

**7.6 Revised Public Review Draft Elements.** Based on the direction and feedback from the Joint Study Session in Task 5.4, the Consultants will prepare Revised Public Review Circulation, Safety, and Environmental Justice Elements to City staff prior to the hearings in Phase 7.

**Deliverables:**

- Administrative Draft General Plan Elements (digital version, Word/PDF)
- Preliminary Draft General Plan Elements (digital version, Word/PDF)
- Public Review Draft General Plan Elements (digital version, Word/PDF)
- Revised Public Review Draft General Plan Elements (digital version, Word/PDF)

## Phase 8 – CEQA Compliance

**8.1 Prepare Initial Study and Environmental Assessment.** The Consultants will conduct an environmental assessment of the Public Review Draft General Plan Update consistent with the requirements of California Environmental Quality Act (CEQA). In December 2023 the City prepared an Initial Study/Negative Declaration (IS/ND) that evaluated updates to the Land Use and Community Development Element and the Circulation Element of the General Plan. The IS/ND for these two Elements has not yet been certified.

Subsequent to the initiation of public and agency circulation of the IS/ND for the two Elements, the City decided to comprehensively update the remaining General Plan Elements. To support that update, the City seeks to comply with CEQA. As set forth in the RFP, the City requests that the Consultants will prepare an Initial Study to characterize any potential environmental effects and any needed mitigation measures engendered by the Comprehensive General Plan Update.

The Consultants will prepare an Initial Study to evaluate the potential environmental effects of the Comprehensive General Plan Update. The Initial Study will evaluate all topics contained in Appendix G of the State CEQA Guidelines. Our assumption is that many potential environmental effects will be mitigated by goals and policies set forth in the comprehensively revised General Plan.

We assume that the Initial Study will conclude that a Negative Declaration is the proper CEQA document. The type of Negative Declaration will likely be a standalone IS/ND that evaluates only the new General Plan Elements. However, there may be an opportunity to tier from the Land Use/Circulation IS/ND through the use of a Supplemental IS/ND or IS/ND Addendum depending upon the previous certification of the Land Use/Circulation IS/ND.

Following is the outline of tasks to complete the CEQA process for a standalone IS/ND:

1. Project Description
2. Draft Initial Study
3. Memo to identify the proper CEQA documentation
4. Public/Agency Review Draft IS/ND
5. Distribution/Posting to CEQAnet/Noticing of Review Draft IS/ND
6. Respond to Public Comments (up to limit of budget)

At the completion of Task 3 (above), if it is determined that an IS/ND is appropriate, the Consultants will complete Tasks 4-6 (above). We will submit a draft of all required CEQA documents to the City and provide an updated copy, responding to all edits and comments made by the City, for circulation. All CEQA documents (draft and final) will be submitted in Microsoft Word and PDF versions.

If the Initial Study reveals potential significant environmental impacts and it is determined that a Mitigated Negative Declaration or Environmental Impact Report is required, then the Consultants will work with City staff on an amendment to this Agreement to develop a scope of work and budget to cover the additional environmental review needed.

### Deliverables:

- Draft IS/ND (digital version, Word/PDF)
- Final IS/ND (digital version, Word/PDF)

## Phase 9 – Adoption

### 9.1 Planning Commission Hearing.

The Consultants will attend one public hearing with the Planning Commission facilitated by City staff to review the Revised Public Review Draft Housing and General Plan Elements and companion CEQA document. The Planning Commission will consider the comments made during the public hearing and make recommendations

to the City Council. If it is desired for the Consultant to attend more than one hearing, then additional meetings will be added as additional tasks.

**9.2 City Council Hearing.** The Consultants will attend one public hearing with the City Council facilitated by City staff to review the Revised Public Review Draft Housing, and General Plan Elements and companion CEQA deliverable. At the hearing, the City Council will consider the Planning Commission recommendations and the comments made at the Planning Commission public hearing. After the hearing, the City Council will direct the Consultant to incorporate their recommendations and prepare the Final Housing, and General Plan Elements and companion CEQA document.

**9.3 Final Documents.** Following public review and the City Council hearing of the Revised Public Review Draft Housing and General Plan Elements and Initial Study with Negative Declaration (IS/ND), the Consultant will prepare the Final Housing and General Plan Elements and IS/ND document for adoption.

**Deliverables:**

- Planning Commission Hearing Materials
- City Council Hearing Materials
- Final Document (digital copy in Word/PDF)

# SCHEDULE

We have prepared an initial project schedule for City staff review. It projects adoption of the General Plan and Initial Study with Negative Declaration by Summer 2024, about 17 months.

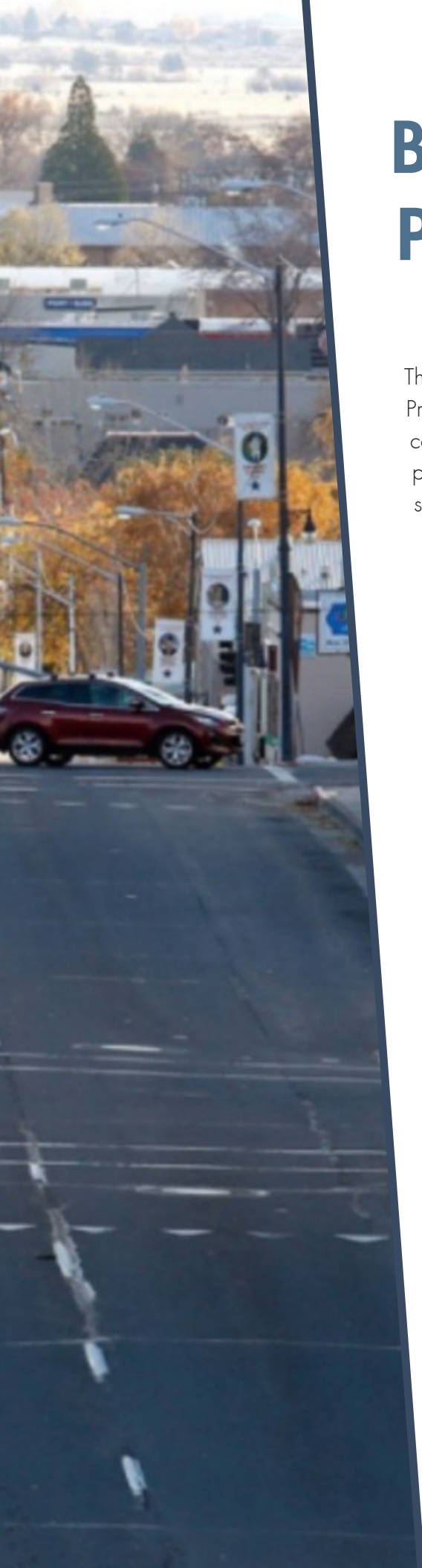
We will discuss this overall schedule at the project kick-off meeting and refine as necessary. We will then prepare a detailed, six-month schedule that identifies milestones by week. This schedule will then be regularly updated as the project progresses.

|                                                                | 2023     |       |       |     |      |      |        |           |         |          |          |         | 2024     |       |       |     |      |
|----------------------------------------------------------------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|
|                                                                | February | March | April | May | June | July | August | September | October | November | December | January | February | March | April | May | June |
| Phase 1 - Project Initiation                                   |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |
| Phase 2 – Project Management and Coordination                  |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |
| Phase 3 – Community Outreach and Engagement                    |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |
| Phase 4 – Housing Element                                      |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |
| Phase 5 – Safety Element Update                                |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |
| Phase 6 – Noise Element Update                                 |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |
| Phase 7 – Technical Updates to Remaining General Plan Elements |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |
| Phase 8 – CEQA Compliance                                      |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |
| Phase 9 – Adoption                                             |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |









# BUDGET PROPOSAL

The following pages detail the estimated Budget Proposal for the Project. The totals in the spreadsheet represent a total not-to-exceed cost based on the provided scope of work. The amount of time key personnel will be involved in the respective portions of the project is shown in the Budget Proposal.

# MINTIER HARNISH BUDGET

| Phases,<br>Tasks                                               | Description                                                              | SUSANVILLE GENERAL PLAN UPDATE |                               |                                        |                   |                    |                        |                | MINTIER HARNISH |           |  |  |  |
|----------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------|-------------------------------|----------------------------------------|-------------------|--------------------|------------------------|----------------|-----------------|-----------|--|--|--|
|                                                                |                                                                          | HARNISH<br>Project Advisor     | B. GIBBONS<br>Project Manager | M. GIBBONS<br>Asst. Project<br>Manager | LESTER<br>HE Lead | WOOSLEY<br>Planner | Support/Administrative | Subtotal Hours | Subtotal Costs  |           |  |  |  |
| Phase 1                                                        | Project Initiation                                                       |                                |                               |                                        |                   |                    |                        |                |                 |           |  |  |  |
| Task 1.1                                                       | Request for Information (RFI)                                            |                                | 2                             | 2                                      | 2                 |                    |                        | 6              | \$1,340         |           |  |  |  |
| Task 1.2                                                       | Project Kick-off                                                         |                                | 12                            | 12                                     | 12                | 4                  |                        | 40             | \$8,740         |           |  |  |  |
| Task 1.3                                                       | Newsletter #1: Project Overview                                          |                                | 2                             | 2                                      |                   | 8                  |                        | 12             | \$2,320         |           |  |  |  |
| Task 1.4                                                       | Diagnostic Document Review                                               | 2                              | 2                             | 2                                      | 2                 |                    |                        | 8              | \$1,900         |           |  |  |  |
| Task 1.5                                                       | General Plan Elements Audit                                              |                                | 2                             | 4                                      |                   | 12                 |                        | 18             | \$3,440         |           |  |  |  |
| Subtotal                                                       |                                                                          | 2                              | 20                            | 22                                     | 16                | 24                 | 0                      | 84             | \$17,740        |           |  |  |  |
| Phase 2                                                        | Project Management and Coordination                                      |                                |                               |                                        |                   |                    |                        |                |                 |           |  |  |  |
| Task 2.1                                                       | Project Management and Coordination                                      | 16                             | 50                            | 36                                     | 16                |                    | 80                     | 198            | \$39,100        |           |  |  |  |
| Subtotal                                                       |                                                                          | 16                             | 50                            | 36                                     | 16                | 0                  | 80                     | 198            | \$39,100        |           |  |  |  |
| Phase 3                                                        | Community Outreach and Engagement                                        |                                |                               |                                        |                   |                    |                        |                |                 |           |  |  |  |
| Task 3.1                                                       | Community Engagement Strategy                                            |                                | 2                             | 2                                      | 4                 |                    |                        | 8              | \$1,760         |           |  |  |  |
| Task 3.2                                                       | Project Branding and Logo                                                |                                | 2                             | 2                                      | 20                |                    |                        | 24             | \$5,120         |           |  |  |  |
| Task 3.3                                                       | Website and Online Engagement                                            |                                |                               | 4                                      | 4                 | 6                  | 20                     | 34             | \$5,530         |           |  |  |  |
| Task 3.4                                                       | Stakeholder Interviews                                                   |                                |                               |                                        | 16                | 20                 |                        | 36             | \$6,860         |           |  |  |  |
| Task 3.5                                                       | Focus Group Meeting #1                                                   |                                | 2                             | 2                                      | 8                 |                    |                        | 12             | \$2,600         |           |  |  |  |
| Task 3.6                                                       | Planning Commission and City Council Joint Study Session                 |                                |                               | 12                                     | 12                |                    |                        | 24             | \$5,040         |           |  |  |  |
| Subtotal                                                       |                                                                          | 0                              | 6                             | 22                                     | 64                | 26                 | 20                     | 138            | \$26,910        |           |  |  |  |
| Phase 4                                                        | Housing Element                                                          |                                |                               |                                        |                   |                    |                        |                |                 |           |  |  |  |
| Task 4.1                                                       | Community Workshop #1: Housing Concerns and Needs                        |                                | 4                             |                                        | 8                 |                    |                        | 12             | \$2,680         |           |  |  |  |
| Task 4.2                                                       | Focus Group Meeting #2                                                   |                                | 4                             |                                        | 6                 |                    |                        | 10             | \$2,260         |           |  |  |  |
| Task 4.3                                                       | Vacant and Underutilized Sites Assessment                                | 2                              | 2                             | 4                                      | 40                | 24                 |                        | 72             | \$14,500        |           |  |  |  |
| Task 4.4                                                       | Focus Group Meeting #3                                                   |                                | 4                             |                                        | 6                 |                    |                        | 10             | \$2,260         |           |  |  |  |
| Task 4.5                                                       | Community Workshop #2: Vacant and Underutilized Sites Assessment         |                                |                               |                                        | 18                | 16                 |                        | 34             | \$6,580         |           |  |  |  |
| Task 4.6                                                       | Focus Group Meeting #4                                                   |                                | 4                             |                                        | 6                 |                    |                        | 10             | \$2,260         |           |  |  |  |
| Task 4.7                                                       | Planning Commission and City Council Joint Study Session                 |                                | 2                             |                                        | 6                 |                    |                        | 8              | \$1,760         |           |  |  |  |
| Task 4.8                                                       | Administrative Draft Housing Element                                     | 6                              | 10                            | 8                                      | 56                | 80                 |                        | 160            | \$31,620        |           |  |  |  |
| Task 4.9                                                       | Community Workshop #3: Affirmatively Furthering Fair Housing             |                                | 4                             |                                        | 8                 |                    |                        | 12             | \$2,680         |           |  |  |  |
| Task 4.10                                                      | Focus Group Meeting #5                                                   |                                | 4                             |                                        | 6                 |                    |                        | 10             | \$2,260         |           |  |  |  |
| Task 4.11                                                      | Public Review Draft Housing Element                                      | 4                              | 4                             | 4                                      | 10                |                    |                        | 22             | \$5,060         |           |  |  |  |
| Task 4.12                                                      | Newsletter #2: Public Review Draft Housing Element                       |                                | 2                             | 2                                      | 4                 | 8                  |                        | 16             | \$3,160         |           |  |  |  |
| Task 4.13                                                      | Community Workshop #4: Public Review Draft Housing Element               |                                | 8                             |                                        | 8                 | 8                  | 24                     | 5,080          |                 |           |  |  |  |
| Task 4.14                                                      | Planning Commission Study Session                                        |                                |                               |                                        | 12                | 8                  | 20                     | \$3,920        |                 |           |  |  |  |
| Task 4.15                                                      | City Council Study Session                                               |                                |                               |                                        | 12                |                    | 12                     | \$2,520        |                 |           |  |  |  |
| Task 4.16                                                      | HCD Review Draft Housing Element, HCD Checklists, and Transmittal to HCD | 2                              |                               |                                        | 8                 |                    | 10                     | \$2,240        |                 |           |  |  |  |
| Task 4.17                                                      | Meeting with HCD                                                         | 2                              |                               |                                        | 2                 |                    | 4                      | \$980          |                 |           |  |  |  |
| Task 4.18                                                      | Response to HCD Comments                                                 |                                |                               |                                        | 12                |                    | 14                     | \$3,080        |                 |           |  |  |  |
| Subtotal                                                       |                                                                          | 18                             | 52                            | 18                                     | 228               | 144                | 0                      | 460            | \$94,900        |           |  |  |  |
| Phase 5                                                        | Safety Element Update                                                    |                                |                               |                                        |                   |                    |                        |                |                 |           |  |  |  |
| Task 5.1                                                       | Draft the Element and Climate Vulnerability Assessment                   |                                | 2                             | 8                                      |                   |                    |                        | 10             | \$2,180         |           |  |  |  |
| Task 5.2                                                       | Prepare and Finalize Element                                             |                                | 4                             | 4                                      |                   |                    |                        | 8              | \$1,840         |           |  |  |  |
| Subtotal                                                       |                                                                          | 0                              | 6                             | 12                                     | 0                 | 0                  | 0                      | 18             | \$4,020         |           |  |  |  |
| Phase 6                                                        | Noise Element Update                                                     |                                |                               |                                        |                   |                    |                        |                |                 |           |  |  |  |
| Task 6.1                                                       | Background Noise Monitoring / Community Noise Survey                     |                                |                               |                                        |                   |                    |                        | 0              | \$0             |           |  |  |  |
| Task 6.2                                                       | Mapping of Future Noise Contours                                         |                                | 2                             | 2                                      |                   |                    |                        | 4              | \$920           |           |  |  |  |
| Task 6.3                                                       | Preparation of Goals & Policies                                          | 2                              | 4                             | 6                                      |                   |                    |                        | 12             | \$2,820         |           |  |  |  |
| Task 6.4                                                       | Preparation of Full Noise Element                                        |                                | 2                             | 4                                      |                   |                    |                        | 6              | \$1,340         |           |  |  |  |
| Subtotal                                                       |                                                                          | 2                              | 8                             | 12                                     | 0                 | 0                  | 0                      | 22             | \$5,080         |           |  |  |  |
| Phase 7                                                        | Technical Updates to Remaining General Plan Elements                     |                                |                               |                                        |                   |                    |                        |                |                 |           |  |  |  |
| Task 7.1                                                       | Administrative Draft General Plan Elements                               | 12                             | 40                            | 60                                     |                   | 36                 |                        | 148            | \$32,260        |           |  |  |  |
| Task 7.2                                                       | Preliminary Review Draft Elements (Excluding the Housing Element)        | 8                              | 10                            | 10                                     |                   | 12                 |                        | 40             | \$8,940         |           |  |  |  |
| Task 7.3                                                       | Public Review Draft Elements (Excluding the Housing Element)             | 4                              | 6                             | 6                                      |                   | 8                  | 24                     | \$5,280        |                 |           |  |  |  |
| Task 7.4                                                       | Planning Commission and City Council Joint Study Session                 |                                | 12                            | 12                                     |                   |                    | 24                     | \$5,520        |                 |           |  |  |  |
| Task 7.5                                                       | Agency Review of the Public Review Draft Elements                        |                                | 4                             | 4                                      |                   |                    | 8                      | \$1,840        |                 |           |  |  |  |
| Task 7.6                                                       | Revised Public Review Draft Elements                                     | 4                              | 8                             | 8                                      |                   | 8                  | 28                     | \$6,200        |                 |           |  |  |  |
| Subtotal                                                       |                                                                          | 28                             | 80                            | 100                                    | 0                 | 64                 | 0                      | 272            | \$60,040        |           |  |  |  |
| Phase 8                                                        | CEQA Compliance                                                          |                                |                               |                                        |                   |                    |                        |                |                 |           |  |  |  |
| Task 8.1                                                       | Prepare Initial Study and Environmental Assessment                       | 8                              | 4                             |                                        |                   |                    |                        | 12             | \$3,240         |           |  |  |  |
| Subtotal                                                       |                                                                          | 8                              | 4                             | 0                                      | 0                 | 0                  | 0                      | 12             | \$3,240         |           |  |  |  |
| Phase 9                                                        | Public Hearings and Adoption                                             |                                |                               |                                        |                   |                    |                        |                |                 |           |  |  |  |
| Task 9.1                                                       | Planning Commission Hearing                                              |                                | 12                            |                                        | 12                |                    |                        | 24             | \$5,520         |           |  |  |  |
| Task 9.2                                                       | City Council Hearing                                                     |                                | 12                            |                                        | 12                |                    |                        | 24             | \$5,520         |           |  |  |  |
| Task 9.3                                                       | Final General Plan Documents                                             | 2                              | 8                             | 8                                      | 16                | 12                 |                        | 46             | \$9,700         |           |  |  |  |
| Subtotal                                                       |                                                                          | 2                              | 32                            | 8                                      | 40                | 12                 | 0                      | 94             | \$20,740        |           |  |  |  |
| TOTAL                                                          |                                                                          |                                |                               |                                        |                   |                    |                        |                |                 |           |  |  |  |
| Total Hours                                                    |                                                                          | 76                             | 258                           | 230                                    | 364               | 270                | 100                    | 1,298          | -               |           |  |  |  |
| 2024 Billing Rates                                             |                                                                          | \$280                          | \$250                         | \$210                                  | \$210             | \$175              | \$140                  | -              | -               |           |  |  |  |
| Labor Subtotals                                                |                                                                          | \$21,280                       | \$64,500                      | \$48,300                               | \$76,440          | \$47,250           | \$14,000               | -              | -               | \$271,770 |  |  |  |
| Direct Expenses (e.g., printing, travel, translation services) |                                                                          |                                |                               |                                        |                   |                    |                        |                |                 | \$5,000   |  |  |  |
| TOTAL COST                                                     |                                                                          |                                |                               |                                        |                   |                    |                        |                |                 | \$276,770 |  |  |  |

1) This represents a total not to exceed cost based on the provided scope of work.

2) The distribution of hours between firms, staff categories, and tasks are an estimate.

While the total costs will not change, the distribution of hours/costs may vary depending on actual execution.

3) Labor rates are subject to change every January 1st, although this change will not change the total budget.

# PLANNING PARTNERS AND BAC BUDGET

| Phases,<br>Tasks                                               | Description                                                              | PLANNING PARTNERS    |                |                | BOLLARD ACOUSTICAL CONSULTANTS |                   |                      |            |                |                |
|----------------------------------------------------------------|--------------------------------------------------------------------------|----------------------|----------------|----------------|--------------------------------|-------------------|----------------------|------------|----------------|----------------|
|                                                                |                                                                          | Principal Consultant | Subtotal Hours | Subtotal Costs | BOLLARD Principal              | GOTCHET Data Viz. | Associate Consultant | Technician | SUBTOTAL HOURS | SUBTOTAL COSTS |
| <b>Phase 1</b>                                                 | <b>Project Initiation</b>                                                |                      |                |                |                                |                   |                      |            |                |                |
| Task 1.1                                                       | Request for Information (RFI)                                            |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 1.2                                                       | Project Kick-off                                                         |                      | 0              | \$0            | 4                              |                   |                      |            | 4              | \$1,100        |
| Task 1.3                                                       | Newsletter #1: Project Overview                                          |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 1.4                                                       | Diagnostic Document Review                                               |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 1.5                                                       | General Plan Elements Audit                                              |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| <b>Subtotal</b>                                                |                                                                          | 0                    | 0              | \$0            | 4                              | 0                 | 0                    | 0          | 4              | \$1,100        |
| <b>Phase 2</b>                                                 | <b>Project Management and Coordination</b>                               |                      |                |                |                                |                   |                      |            |                |                |
| Task 2.1                                                       | Project Management and Coordination                                      |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| <b>Subtotal</b>                                                |                                                                          | 0                    | 0              | \$0            | 0                              | 0                 | 0                    | 0          | 0              | \$0            |
| <b>Phase 3</b>                                                 | <b>Community Outreach and Engagement</b>                                 |                      |                |                |                                |                   |                      |            |                |                |
| Task 3.1                                                       | Community Engagement Strategy                                            |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 3.2                                                       | Project Branding and Logo                                                |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 3.3                                                       | Website and Online Engagement                                            |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 3.4                                                       | Stakeholder Interviews                                                   |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 3.5                                                       | Focus Group Meeting #1                                                   |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 3.6                                                       | Planning Commission and City Council Joint Study Session                 |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| <b>Subtotal</b>                                                |                                                                          | 0                    | 0              | \$0            | 0                              | 0                 | 0                    | 0          | 0              | \$0            |
| <b>Phase 4</b>                                                 | <b>Housing Element</b>                                                   |                      |                |                |                                |                   |                      |            |                |                |
| Task 4.1                                                       | Community Workshop #1: Housing Concerns and Needs                        |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.2                                                       | Focus Group Meeting #2                                                   |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.3                                                       | Vacant and Underutilized Sites Assessment                                |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.4                                                       | Focus Group Meeting #3                                                   |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.5                                                       | Community Workshop #2: Vacant and Underutilized Sites Assessment         |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.6                                                       | Focus Group Meeting #4                                                   |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.7                                                       | Planning Commission and City Council Joint Study Session                 |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.8                                                       | Administrative Draft Housing Element                                     |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.9                                                       | Community Workshop #3: Affirmatively Furthering Fair Housing             |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.10                                                      | Focus Group Meeting #5                                                   |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.11                                                      | Public Review Draft Housing Element                                      |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.12                                                      | Newsletter #2: Public Review Draft Housing Element                       |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.13                                                      | Community Workshop #4: Public Review Draft Housing Element               |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.14                                                      | Planning Commission Study Session                                        |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.15                                                      | City Council Study Session                                               |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.16                                                      | HCD Review Draft Housing Element, HCD Checklists, and Transmittal to HCD |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.17                                                      | Meeting with HCD                                                         |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 4.18                                                      | Response to HCD Comments                                                 |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| <b>Subtotal</b>                                                |                                                                          | 0                    | 0              | \$0            | 0                              | 0                 | 0                    | 0          | 0              | \$0            |
| <b>Phase 5</b>                                                 | <b>Safety Element Update</b>                                             |                      |                |                |                                |                   |                      |            |                |                |
| Task 5.1                                                       | Draft the Element and Climate Vulnerability Assessment                   |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 5.2                                                       | Prepare and Finalize Element                                             |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| <b>Subtotal</b>                                                |                                                                          | 0                    | 0              | \$0            | 0                              | 0                 | 0                    | 0          | 0              | \$0            |
| <b>Phase 6</b>                                                 | <b>Noise Element Update</b>                                              |                      |                |                |                                |                   |                      |            |                |                |
| Task 6.1                                                       | Background Noise Monitoring / Community Noise Survey                     |                      | 0              | \$0            | 2                              |                   |                      | 12         | 14             | \$2,350        |
| Task 6.2                                                       | Mapping of Future Noise Contours                                         |                      | 0              | \$0            | 2                              | 8                 | 8                    | 18         | 36             | \$6,450        |
| Task 6.3                                                       | Preparation of Goals & Policies                                          |                      | 0              | \$0            | 2                              | 4                 | 18                   |            | 24             | \$4,600        |
| Task 6.4                                                       | Preparation of Full Noise Element                                        |                      | 0              | \$0            | 2                              | 4                 | 6                    | 8          | 20             | \$3,700        |
| <b>Subtotal</b>                                                |                                                                          | 0                    | 0              | \$0            | 8                              | 16                | 32                   | 38         | 94             | \$17,100       |
| <b>Phase 7</b>                                                 | <b>Technical Updates to Remaining General Plan Elements</b>              |                      |                |                |                                |                   |                      |            |                |                |
| Task 7.1                                                       | Administrative Draft General Plan Elements                               |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 7.2                                                       | Preliminary Review Draft Elements (Excluding the Housing Element)        |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 7.3                                                       | Public Review Draft Elements (Excluding the Housing Element)             |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 7.4                                                       | Planning Commission and City Council Joint Study Session                 |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 7.5                                                       | Agency Review of the Public Review Draft Elements                        |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 7.6                                                       | Revised Public Review Draft Elements                                     |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| <b>Subtotal</b>                                                |                                                                          | 0                    | 0              | \$0            | 0                              | 0                 | 0                    | 0          | 0              | \$0            |
| <b>Phase 8</b>                                                 | <b>CEQA Compliance</b>                                                   |                      |                |                |                                |                   |                      |            |                |                |
| Task 8.1                                                       | Prepare Initial Study and Environmental Assessment                       | 216                  | 216            | \$29,160       |                                |                   |                      |            | 0              | \$0            |
| <b>Subtotal</b>                                                |                                                                          | 216                  | 216            | \$29,160       | 0                              | 0                 | 0                    | 0          | 0              | \$0            |
| <b>Phase 9</b>                                                 | <b>Public Hearings and Adoption</b>                                      |                      |                |                |                                |                   |                      |            |                |                |
| Task 9.1                                                       | Planning Commission Hearing                                              |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 9.2                                                       | City Council Hearing                                                     |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| Task 9.3                                                       | Final General Plan Documents                                             |                      | 0              | \$0            |                                |                   |                      |            | 0              | \$0            |
| <b>Subtotal</b>                                                |                                                                          | 0                    | 0              | \$0            | 0                              | 0                 | 0                    | 0          | 0              | \$0            |
| <b>TOTAL</b>                                                   |                                                                          |                      |                |                |                                |                   |                      |            |                |                |
| Total Hours                                                    |                                                                          | 216                  | 216            | -              | 12                             | 16                | 32                   | 38         | 98             | -              |
| 2024 Billing Rates                                             |                                                                          | \$135                | -              | -              | \$275                          | \$225             | \$175                | \$150      | -              | -              |
| Labor Subtotals                                                |                                                                          | \$29,160             | -              | \$29,160       | \$3,300                        | \$3,600           | \$5,600              | \$5,700    | -              | \$18,200       |
| Direct Expenses (e.g., printing, travel, translation services) |                                                                          |                      |                | \$350          |                                |                   |                      |            |                | \$850          |
| <b>TOTAL COST</b>                                              |                                                                          |                      |                | \$29,510       |                                |                   |                      |            |                | \$19,050       |

1) This represents a total not to exceed cost based on the provided scope of work.

2) The distribution of hours between firms, staff categories, and tasks are an estimate.

While the total costs will not change, the distribution of hours/costs may vary depending on actual execution.

3) Labor rates are subject to change every January 1st, although this change will not change the total budget.

# DYNAMIC PLANNING BUDGET

| Phases,<br>Tasks                                               | Description                                                              | SUSANVILLE GENERAL PLAN UPDATE |                          |                      |                               |                |                 | DYNAMIC PLANNING AND SCIENCE |  |
|----------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------|--------------------------|----------------------|-------------------------------|----------------|-----------------|------------------------------|--|
|                                                                |                                                                          | Ethan Mobley<br>Principal      | Brian Greer<br>Data Viz. | Raini Ott<br>Planner | Alex Krebs<br>Data Viz. Assoc | SUBTOTAL HOURS | SUBTOTAL COSTS  |                              |  |
| <b>Phase 1</b>                                                 | <b>Project Initiation</b>                                                |                                |                          |                      |                               |                |                 |                              |  |
| Task 1.1                                                       | Request for Information (RFI)                                            |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 1.2                                                       | Project Kick-off                                                         | 4                              |                          |                      |                               | 4              | \$700           |                              |  |
| Task 1.3                                                       | Newsletter #1: Project Overview                                          |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 1.4                                                       | Diagnostic Document Review                                               |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 1.5                                                       | General Plan Elements Audit                                              |                                |                          |                      |                               | 0              | \$0             |                              |  |
| <b>Subtotal</b>                                                |                                                                          | <b>4</b>                       | <b>0</b>                 | <b>0</b>             | <b>0</b>                      | <b>4</b>       | <b>\$700</b>    |                              |  |
| <b>Phase 2</b>                                                 | <b>Project Management and Coordination</b>                               |                                |                          |                      |                               |                |                 |                              |  |
| Task 2.1                                                       | Project Management and Coordination                                      | 8                              | 8                        |                      |                               | 16             | \$2,720         |                              |  |
| <b>Subtotal</b>                                                |                                                                          | <b>8</b>                       | <b>8</b>                 | <b>0</b>             | <b>0</b>                      | <b>16</b>      | <b>\$2,720</b>  |                              |  |
| <b>Phase 3</b>                                                 | <b>Community Outreach and Engagement</b>                                 |                                |                          |                      |                               |                |                 |                              |  |
| Task 3.1                                                       | Community Engagement Strategy                                            |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 3.2                                                       | Project Branding and Logo                                                |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 3.3                                                       | Website and Online Engagement                                            |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 3.4                                                       | Stakeholder Interviews                                                   |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 3.5                                                       | Focus Group Meeting #1                                                   |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 3.6                                                       | Planning Commission and City Council Joint Study Session                 |                                |                          |                      |                               | 0              | \$0             |                              |  |
| <b>Subtotal</b>                                                |                                                                          | <b>0</b>                       | <b>0</b>                 | <b>0</b>             | <b>0</b>                      | <b>0</b>       | <b>\$0</b>      |                              |  |
| <b>Phase 4</b>                                                 | <b>Housing Element</b>                                                   |                                |                          |                      |                               |                |                 |                              |  |
| Task 4.1                                                       | Community Workshop #1: Housing Concerns and Needs                        |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.2                                                       | Focus Group Meeting #2                                                   |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.3                                                       | Vacant and Underutilized Sites Assessment                                |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.4                                                       | Focus Group Meeting #3                                                   |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.5                                                       | Community Workshop #2: Vacant and Underutilized Sites Assessment         |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.6                                                       | Focus Group Meeting #4                                                   |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.7                                                       | Planning Commission and City Council Joint Study Session                 |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.8                                                       | Administrative Draft Housing Element                                     |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.9                                                       | Community Workshop #3: Affirmatively Furthering Fair Housing             |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.10                                                      | Focus Group Meeting #5                                                   |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.11                                                      | Public Review Draft Housing Element                                      |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.12                                                      | Newsletter #2: Public Review Draft Housing Element                       |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.13                                                      | Community Workshop #4: Public Review Draft Housing Element               |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.14                                                      | Planning Commission Study Session                                        |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.15                                                      | City Council Study Session                                               |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.16                                                      | HCD Review Draft Housing Element, HCD Checklists, and Transmittal to HCD |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.17                                                      | Meeting with HCD                                                         |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 4.18                                                      | Response to HCD Comments                                                 |                                |                          |                      |                               | 0              | \$0             |                              |  |
| <b>Subtotal</b>                                                |                                                                          | <b>0</b>                       | <b>0</b>                 | <b>0</b>             | <b>0</b>                      | <b>0</b>       | <b>\$0</b>      |                              |  |
| <b>Phase 5</b>                                                 | <b>Safety Element Update</b>                                             |                                |                          |                      |                               |                |                 |                              |  |
| Task 5.1                                                       | Draft the Element and Climate Vulnerability Assessment                   | 36                             | 42                       | 260                  | 56                            | 394            | \$58,490        |                              |  |
| Task 5.2                                                       | Prepare and Finalize Element                                             | 14                             | 12                       | 24                   | 8                             | 58             | \$8,990         |                              |  |
| <b>Subtotal</b>                                                |                                                                          | <b>50</b>                      | <b>54</b>                | <b>284</b>           | <b>64</b>                     | <b>452</b>     | <b>\$67,480</b> |                              |  |
| <b>Phase 6</b>                                                 | <b>Noise Element Update</b>                                              |                                |                          |                      |                               |                |                 |                              |  |
| Task 6.1                                                       | Background Noise Monitoring / Community Noise Survey                     |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 6.2                                                       | Mapping of Future Noise Contours                                         |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 6.3                                                       | Preparation of Goals & Policies                                          |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 6.4                                                       | Preparation of Full Noise Element                                        |                                |                          |                      |                               | 0              | \$0             |                              |  |
| <b>Subtotal</b>                                                |                                                                          | <b>0</b>                       | <b>0</b>                 | <b>0</b>             | <b>0</b>                      | <b>0</b>       | <b>\$0</b>      |                              |  |
| <b>Phase 7</b>                                                 | <b>Technical Updates to Remaining General Plan Elements</b>              |                                |                          |                      |                               |                |                 |                              |  |
| Task 7.1                                                       | Administrative Draft General Plan Elements                               |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 7.2                                                       | Preliminary Review Draft Elements (Excluding the Housing Element)        |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 7.3                                                       | Public Review Draft Elements (Excluding the Housing Element)             |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 7.4                                                       | Planning Commission and City Council Joint Study Session                 |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 7.5                                                       | Agency Review of the Public Review Draft Elements                        |                                |                          |                      |                               | 0              | \$0             |                              |  |
| Task 7.6                                                       | Revised Public Review Draft Elements                                     |                                |                          |                      |                               | 0              | \$0             |                              |  |
| <b>Subtotal</b>                                                |                                                                          | <b>0</b>                       | <b>0</b>                 | <b>0</b>             | <b>0</b>                      | <b>0</b>       | <b>\$0</b>      |                              |  |
| <b>Phase 8</b>                                                 | <b>CEQA Compliance</b>                                                   |                                |                          |                      |                               |                |                 |                              |  |
| Task 8.1                                                       | Prepare Initial Study and Environmental Assessment                       |                                |                          |                      |                               | 0              | \$0             |                              |  |
| <b>Subtotal</b>                                                |                                                                          | <b>0</b>                       | <b>0</b>                 | <b>0</b>             | <b>0</b>                      | <b>0</b>       | <b>\$0</b>      |                              |  |
| <b>Phase 9</b>                                                 | <b>Public Hearings and Adoption</b>                                      |                                |                          |                      |                               |                |                 |                              |  |
| Task 9.1                                                       | Planning Commission Hearing                                              | 4                              |                          |                      |                               | 4              | \$700           |                              |  |
| Task 9.2                                                       | City Council Hearing                                                     | 4                              |                          |                      |                               | 4              | \$700           |                              |  |
| Task 9.3                                                       | Final General Plan Documents                                             |                                |                          |                      |                               | 0              | \$0             |                              |  |
| <b>Subtotal</b>                                                |                                                                          | <b>8</b>                       | <b>0</b>                 | <b>0</b>             | <b>0</b>                      | <b>8</b>       | <b>\$1,400</b>  |                              |  |
| <b>TOTAL</b>                                                   |                                                                          |                                |                          |                      |                               |                |                 |                              |  |
| Total Hours                                                    |                                                                          | 70                             | 62                       | 284                  | 64                            | 480            | -               |                              |  |
| 2024 Billing Rates                                             |                                                                          | \$175                          | \$165                    | \$145                | \$135                         | -              | -               |                              |  |
| Labor Subtotals                                                |                                                                          | \$12,250                       | \$10,230                 | \$41,180             | \$8,640                       | -              | -               |                              |  |
| Direct Expenses (e.g., printing, travel, translation services) |                                                                          |                                |                          |                      |                               |                | \$1,900         |                              |  |
| <b>TOTAL COST</b>                                              |                                                                          |                                |                          |                      |                               |                | <b>\$74,200</b> |                              |  |

1) This represents a total not to exceed cost based on the provided scope of work.

2) The distribution of hours between firms, staff categories, and tasks are an estimate.

While the total costs will not change, the distribution of hours/costs may vary depending on actual execution.

3) Labor rates are subject to change every January 1st, although this change will not change the total budget.

# TOTAL PROPOSED BUDGET

| Phases,<br>Tasks                                               | SUSANVILLE GENERAL PLAN UPDATE                                           |             |
|----------------------------------------------------------------|--------------------------------------------------------------------------|-------------|
|                                                                | Description                                                              | TOTAL COSTS |
| <b>Phase 1</b>                                                 | <b>Project Initiation</b>                                                |             |
| Task 1.1                                                       | Request for Information (RFI)                                            | \$1,340     |
| Task 1.2                                                       | Project Kick-off                                                         | \$10,540    |
| Task 1.3                                                       | Newsletter #1: Project Overview                                          | \$2,320     |
| Task 1.4                                                       | Diagnostic Document Review                                               | \$1,900     |
| Task 1.5                                                       | General Plan Elements Audit                                              | \$3,440     |
| <b>Subtotal</b>                                                |                                                                          | \$19,540    |
| <b>Phase 2</b>                                                 | <b>Project Management and Coordination</b>                               |             |
| Task 2.1                                                       | Project Management and Coordination                                      | \$41,820    |
| <b>Subtotal</b>                                                |                                                                          | \$41,820    |
| <b>Phase 3</b>                                                 | <b>Community Outreach and Engagement</b>                                 |             |
| Task 3.1                                                       | Community Engagement Strategy                                            | \$1,760     |
| Task 3.2                                                       | Project Branding and Logo                                                | \$5,120     |
| Task 3.3                                                       | Website and Online Engagement                                            | \$5,530     |
| Task 3.4                                                       | Stakeholder Interviews                                                   | \$6,860     |
| Task 3.5                                                       | Focus Group Meeting #1                                                   | \$2,600     |
| Task 3.6                                                       | Planning Commission and City Council Joint Study Session                 | \$5,040     |
| <b>Subtotal</b>                                                |                                                                          | \$26,910    |
| <b>Phase 4</b>                                                 | <b>Housing Element</b>                                                   |             |
| Task 4.1                                                       | Community Workshop #1: Housing Concerns and Needs                        | \$2,680     |
| Task 4.2                                                       | Focus Group Meeting #2                                                   | \$2,260     |
| Task 4.3                                                       | Vacant and Underutilized Sites Assessment                                | \$14,500    |
| Task 4.4                                                       | Focus Group Meeting #3                                                   | \$2,260     |
| Task 4.5                                                       | Community Workshop #2: Vacant and Underutilized Sites Assessment         | \$6,580     |
| Task 4.6                                                       | Focus Group Meeting #4                                                   | \$2,260     |
| Task 4.7                                                       | Planning Commission and City Council Joint Study Session                 | \$1,760     |
| Task 4.8                                                       | Administrative Draft Housing Element                                     | \$31,620    |
| Task 4.9                                                       | Community Workshop #3: Affirmatively Furthering Fair Housing             | \$2,680     |
| Task 4.10                                                      | Focus Group Meeting #5                                                   | \$2,260     |
| Task 4.11                                                      | Public Review Draft Housing Element                                      | \$5,060     |
| Task 4.12                                                      | Newsletter #2: Public Review Draft Housing Element                       | \$3,160     |
| Task 4.13                                                      | Community Workshop #4: Public Review Draft Housing Element               | \$5,080     |
| Task 4.14                                                      | Planning Commission Study Session                                        | \$3,920     |
| Task 4.15                                                      | City Council Study Session                                               | \$2,520     |
| Task 4.16                                                      | HCD Review Draft Housing Element, HCD Checklists, and Transmittal to HCD | \$2,240     |
| Task 4.17                                                      | Meeting with HCD                                                         | \$980       |
| Task 4.18                                                      | Response to HCD Comments                                                 | \$3,080     |
| <b>Subtotal</b>                                                |                                                                          | \$94,900    |
| <b>Phase 5</b>                                                 | <b>Safety Element Update</b>                                             |             |
| Task 5.1                                                       | Draft the Element and Climate Vulnerability Assessment                   | \$60,670    |
| Task 5.2                                                       | Prepare and Finalize Element                                             | \$10,830    |
| <b>Subtotal</b>                                                |                                                                          | \$71,500    |
| <b>Phase 6</b>                                                 | <b>Noise Element Update</b>                                              |             |
| Task 6.1                                                       | Background Noise Monitoring / Community Noise Survey                     | \$2,350     |
| Task 6.2                                                       | Mapping of Future Noise Contours                                         | \$7,370     |
| Task 6.3                                                       | Preparation of Goals & Policies                                          | \$7,420     |
| Task 6.4                                                       | Preparation of Full Noise Element                                        | \$5,040     |
| <b>Subtotal</b>                                                |                                                                          | \$22,180    |
| <b>Phase 7</b>                                                 | <b>Technical Updates to Remaining General Plan Elements</b>              |             |
| Task 7.1                                                       | Administrative Draft General Plan Elements                               | \$32,260    |
| Task 7.2                                                       | Preliminary Review Draft Elements (Excluding the Housing Element)        | \$8,940     |
| Task 7.3                                                       | Public Review Draft Elements (Excluding the Housing Element)             | \$5,280     |
| Task 7.4                                                       | Planning Commission and City Council Joint Study Session                 | \$5,520     |
| Task 7.5                                                       | Agency Review of the Public Review Draft Elements                        | \$1,840     |
| Task 7.6                                                       | Revised Public Review Draft Elements                                     | \$6,200     |
| <b>Subtotal</b>                                                |                                                                          | \$60,040    |
| <b>Phase 8</b>                                                 | <b>CEQA Compliance</b>                                                   |             |
| Task 8.1                                                       | Prepare Initial Study and Environmental Assessment                       | \$32,400    |
| <b>Subtotal</b>                                                |                                                                          | \$32,400    |
| <b>Phase 9</b>                                                 | <b>Public Hearings and Adoption</b>                                      |             |
| Task 9.1                                                       | Planning Commission Hearing                                              | \$6,220     |
| Task 9.2                                                       | City Council Hearing                                                     | \$6,220     |
| Task 9.3                                                       | Final General Plan Documents                                             | \$9,700     |
| <b>Subtotal</b>                                                |                                                                          | \$22,140    |
| <b>TOTAL</b>                                                   |                                                                          |             |
| Total Hours                                                    |                                                                          | -           |
| 2024 Billing Rates                                             |                                                                          | -           |
| Labor Subtotals                                                |                                                                          | \$391,430   |
| Direct Expenses (e.g., printing, travel, translation services) |                                                                          | \$8,100     |
| <b>TOTAL COST</b>                                              |                                                                          | \$399,530   |

1) This represents a total not to exceed cost based on the provided scope of work.

2) The distribution of hours between firms, staff categories, and tasks are an estimate.

While the total costs will not change, the distribution of hours/costs may vary depending on actual execution.

3) Labor rates are subject to change every January 1st, although this change will not change the total budget.

# INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/2/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                     |  |                                                                                                                                                                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>InterWest Insurance Services, LLC<br>P.O. Box 255188<br>Sacramento CA 95865-5188 |  | <b>CONTACT NAME:</b> Casey Caietti<br><b>PHONE (A/C, No, Ext):</b> 916-925-0008 <b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b>                                                                                                                                                               |  |
| <b>INSURED</b><br>Mintier Harnish, LP<br>1415 20th Street<br>Sacramento CA 95814                    |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Sentinel Insurance Co Ltd<br><b>INSURER B:</b> Hartford Accident & Indemnity Co.<br><b>INSURER C:</b> Hartford Casualty Ins Company<br><b>INSURER D:</b> Underwriters at Lloyds of London<br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
| License#: 0B01094<br>MINTHAR-01                                                                     |  | <b>NAIC #</b><br>11000<br>22357<br>29424<br>32727                                                                                                                                                                                                                                             |  |

## COVERAGES

CERTIFICATE NUMBER: 703262950

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                                                                        | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                            |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER:                                                                                                    |           |          | 57SBAEF2053   | 4/24/2023               | 4/24/2024               | EACH OCCURRENCE \$ 2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 2,000,000<br>GENERAL AGGREGATE \$ 4,000,000<br>PRODUCTS - COMP/OP AGG \$ 4,000,000<br>\$ |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br>OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY<br><b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$ |           |          | 57UECBB6916   | 6/23/2023               | 6/23/2024               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$<br>EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                       |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                                               |           | N/A      | 57WECNU9666   | 4/24/2023               | 4/24/2024               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                          |
| D        | <b>Professional Liability</b><br>Claims Made form<br>Retro date 6/13/1994                                                                                                                                                                                                                                                                                                                                                |           |          | MPL523630223  | 11/21/2023              | 11/21/2024              | Limit per Claim 2,000,000<br>Agg limit 2,000,000<br>Retention 5,000                                                                                                                                                                               |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

|                                                                |                                                                                                                                                                                                 |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mintier Harnish, LP<br>1415 20th Street<br>Sacramento CA 95814 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br> |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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# APPENDIX A: DETAILED RESUMES

APPENDIX A INCLUDES THE DETAILED RESUMES OF OUR TEAM FOR THE CITY OF SUSANVILLE COMPREHENSIVE GENERAL PLAN ELEMENTS UPDATE.







# JIM HARNISH, JD

## PRINCIPAL/OWNER

### EDUCATION

#### Juris Doctor

McGeorge School of Law,  
University of the Pacific

#### Bachelor of Arts, History

University of California, Davis

### CERTIFICATIONS/ AFFILIATIONS

California State Bar Association  
(Bar No. 99326)

American Planning Association

### EXPERIENCE

#### Mintier Harnish

Principal/Owner

#### City of South San Francisco

Chief Planner

#### Sugnet & Associates

Vice President

#### City of Folsom

Community Development Director

#### City of Sacramento

Environmental Coordinator

#### Balfrey & Abbott

Attorney

#### Mintier Harnish & Associates

Partner

#### Sacramento Area Council of Governments

Planner

#### County of Sacramento

Planner

### PROJECTS

General plans for over 25 cities and  
counties throughout California

Environmental impact reports for over  
100 general plans and other projects

Zoning and subdivision ordinance  
revisions for 10 cities and counties

Jim Harnish is the Principal/Owner of Mintier Harnish. He has been a planner and project manager since 1970. He is also an attorney with extensive experience in land use and CEQA. He has managed public agencies and private consulting firms. He specializes in project management for general plans, specific plans, and large private planning projects; CEQA compliance and environmental document peer review; zoning and regulatory ordinance preparation; and public outreach and consensus-building.

Jim is currently Project Director on general plan updates for the cities of American Canyon, Livingston, Los Gatos, Millbrae, Rohnert Park, and the counties of Fresno, Kern, and Ventura, and zoning code updates for the cities of Folsom, Gilroy, and Santa Clara, and the counties of Fresno, Madera, Mariposa, Merced, and Sierra.

Jim's broad experience, in both the public and private sector, in land use planning, regulatory codes and ordinances, permit processing, environmental analysis, toxics and hazardous materials, wetlands and endangered species, and legal analysis enables him to bring a wealth of experience to every project.

Jim has extensive experience in supervising large planning staffs and managing interdisciplinary consultant teams on complex planning projects. Jim has managed or prepared general plans for the cities of Alturas, American Canyon, Folsom, Galt, Gilroy, Hayward, Healdsburg, Isleton, Livingston, Millbrae, Rohnert Park, Sacramento, South San Francisco, Ukiah, Union City, Wheatland, and Windsor, and the counties of Calaveras, Fresno, Kern, Merced, Modoc, San Benito, San Joaquin, and Ventura.

He has managed the preparation of specific plans for Southwest Live Oak, the Mountain House New Town in San Joaquin County, and the Gold Rush Ranch in Sutter Creek. He also assisted Genentech with the preparation and approval of its South San Francisco Campus Master Plan and EIR. Jim has also prepared zoning ordinance updates for several jurisdictions, including, Kern, Merced, and San Joaquin Counties and the cities of Santa Rosa, and South San Francisco.

Jim has been principal-in-charge of several regional planning projects in the San Joaquin Valley, including the San Joaquin Valley Blueprint implementation project, which included the Valley Planners Toolkit. He also managed the Metro Rural Loop Study for the Fresno Council of Governments and the San Joaquin Valley Greenprint II program.

Jim has managed the preparation of or conducted critical third party review of numerous EIRs and negative declarations. As Environmental Coordinator for the City of Sacramento, he led the restructuring of the City's environmental review procedures. He has worked extensively with State and Federal regulatory agencies in creating and negotiating Habitat Conservation Plans (Coalinga), 404 permits, and wetland mitigation plans.



# BRENT GIBBONS, AICP

## PRINCIPAL PLANNER

### EDUCATION

**Bachelor of Science,  
City and Regional Planning**  
Cal Poly, San Luis Obispo

### CERTIFICATIONS/ AFFILIATIONS

American Institute of Certified Planners

American Planning Association,  
Sacramento Valley Section

enCode user Certification

### EXPERIENCE

**Mintier Harnish**  
Principal Planner, Senior Project  
Manager, Project Manager, Associate

**City of Turlock**  
Assistant Planner

**Madera County**  
Planner II

**San Mateo County Housing Authority**  
Housing and Community  
Development (HCD) Intern

**Hathaway Dinwiddie, Santa Clara**  
Project Engineer Intern

### PROJECTS

General plans for the City of Gilroy,  
the Town Los Gatos, the Town of  
Windsor, and the Counties of Fresno,  
Sierra County, and Ventura

SB244: Disadvantaged Communities  
Report for Merced County

Zoning Ordinance updates for the  
Counties of Fresno, Merced, and Sierra,  
the Cities of Folsom, Gilroy and Santa  
Clara, and the Placer County Sunset Area  
Plan Implementing Zoning Regulations

Objective Design and Development  
Standards for the Cities of Folsom, Gilroy,  
South Lake Tahoe, and Ukiah, the town  
of Windsor, and the county of Mariposa

Town of Windsor Housing Element Update

Brent Gibbons has been a planner in both the public and private sectors since 2013. He specializes in architectural applications, urban design, site design, land use planning, public policy, geographic information systems, regulatory code and ordinances, CEQA analysis, and community engagement.

Brent started his professional career as a Planner I with Madera County, which included the review of project plans with the zoning administrator, operating the front planning counter, and regularly evaluating setback variances and zoning permits. Brent was promoted to Planner II after a year, and managed projects with greater responsibility. His overall experience at Madera County included the intake of permits, zoning ordinance development, presentations to the Planning Commission, formation of community/area plans, and serving as the lead on solar facility and wireless tower projects. Brent also had the opportunity to serve on several committees pertaining to the drought and well water demand, as well as community park planning and design in conjunction with public health agencies. Additionally, Brent worked as an Assistant Planner for the City of Turlock where he conducted project permitting, development of maps, the General Plan Annual Report, and project management. His work included interfacing with a multitude of stakeholders ranging from community members to real estate developers.

Prior experience includes an internship with Hathaway Dinwiddie (Santa Clara office) in 2008 on the Solyndra Project, where Brent served as the onsite contact between the City of Milpitas and the Project Engineer. Tasks delegated included project permitting, editing plans, and construction administration. Brent also interned for the Housing Authority of San Mateo County, where he amended the HOME Affordability Covenant, performed HOME rent reviews for 2004-2009, and evaluated year-end fiscal performance data.

Brent holds a Bachelor's Degree in City and Regional Planning from California Polytechnic State University (Cal Poly), San Luis Obispo. While at Cal Poly San Luis Obispo, Brent served as the Associated Students in Planning (ASP) President, and the American Institute of Architecture Students (AIAS) President, where he sat on a national board that provided student connection to the American Institute of Architects (AIA). He represented Cal Poly at two international student architecture conferences in Minneapolis in 2009 and Toronto, Ontario, in 2010. Brent also was part of the project team that took 1st Place in the Bank of America Low Income Housing Challenge in 2012 for the Alere development.



# RYAN LESTER

## PROJECT MANAGER

### EDUCATION

**Master of Arts, U.S. Social  
and Cultural History**  
California State University, Sacramento

**Bachelor of Arts, U.S. History**  
California State University, Sacramento

### EXPERIENCE

**Mintier Harnish**  
Project Manager, Associate,  
Planner, Research Assistant

**The League of California Cities**  
Member Services Representative

### PROJECTS

General Plans for the Cities of American Canyon, Big Bear Lake, Folsom, Gilroy, Kerman, Millbrae, Pleasant Hill, Solvang, Ukiah, and Union City, the Towns of Los Gatos, Truckee, and Windsor, and the Counties of Fresno, Kern, Siskiyou, and Ventura

6th Cycle Housing Elements for the Cities of American Canyon, Carlsbad, Galt, Lodi, Lompoc, Pleasant Hill, Shasta Lake, Solvang, St. Helena, and Visalia, and the Counties of Del Norte, Madera, and Stanislaus.

5th Cycle Housing Elements: Research Assistant for several update efforts

Multi-jurisdictional Housing Elements: Community Engagement and Housing Needs Assessments

TCAG: Dinuba, Exeter, Farmersville, Lindsay, Porterville, Tulare, Woodlake  
MCAG: Atwater, Dos Palos, Gustine, Livingston, Los Banos, Merced

Objective Design and Development Standards for the cities of Folsom, Gilroy, Lakeport, Millbrae, Pleasant Hill, Santa Clara, South Lake Tahoe, and Ukiah, and the Town of Windsor

Additional Projects:  
SJV REAP Housing Study, San Joaquin County Greenprint Phase II, SMUD Environmental Sustainability Plan, Sunset Area Plan Update (Placer County)

Ryan is a Project Manager who specializes in preparing general plan and housing element updates that are accessible, user-friendly, and engaging. Ryan crafts existing conditions and trends reports, land uses alternatives analyses, housing needs assessments, policy documents, and objective design standards for cities and counties throughout the state. Additionally, he constructs and implements community engagement programs, facilitates stakeholder interviews and community workshops, and leads study sessions with decision-makers and advisory groups. Further, Ryan develops available sites inventories, affirmatively furthering fair housing analyses, and implementation programs that are responsive to both State law and local context.

In 11 years with Mintier Harnish, Ryan has worked on over a dozen General Plans and an equal number of Housing Elements. Among other projects, Ryan is currently serving as the Assistant Project Manager for General Plan Updates for the City of Big Bear Lake and the County of Siskiyou, and is leading six 6th-cycle Housing Elements as well as Mintier Harnish's work on multi-jurisdictional housing element updates for the Tulare Council of Governments and the Merced County Association of Governments.

Ryan holds a Master's Degree in U.S. Social and Cultural History from California State University, Sacramento, as well as a Bachelor's Degree in U.S. History from the same institution.



## EDUCATION

**Bachelor of Science in City  
and Regional Planning**  
Cal Poly, San Luis Obispo

**Associate of Science in Mathematics  
with a Concentration in Architecture**  
Cuesta College, San Luis Obispo

**California Peace Officer  
Standards and Training Certificate**  
Napa Valley Police Academy, Napa

## AFFILIATIONS

American Planning Association,  
Sacramento Valley Section

## EXPERIENCE

**Mintier Harnish**  
Associate, Planner, Intern

**City of Napa**  
Police Officer

**City of Napa**  
Assistant Planner

## PROJECTS

**General Plans** for the Cities of Arroyo Grande, American Canyon, Bakersfield, Gilroy, Livingston, Lompoc, Los Gatos, Pleasant Hill, Rohnert Park, San Ramon, Solvang, Susanville, Ukiah, Visalia, and the Counties of Kern, Siskiyou, and Trinity

**Zoning Ordinances/Codes** for the Cities of Arroyo Grande, Folsom, Gilroy, Kerman, Pleasant Hill, Reedley, Santa Ana, Santa Clara, Selma, Stockton, Town of Windsor, Visalia, and the Counties of Calaveras, Madera, Mariposa, Sierra, Siskiyou, and Trinity

**Objective Design and Development Standards** for the Cities of Gilroy, Santa Clara, Susanville, Reedley, Hayward, Kerman, Ukiah, Town of Windsor, and Counties of El Dorado, and Madera

**Additional Projects:**  
SJV REAP Housing Study and Technical Assistance Team, San Joaquin

# MICHAEL GIBBONS

## PROJECT MANAGER

Michael Gibbons is a Project Manager at Mintier Harnish. Michael manages a variety of long-range projects throughout California, including general plans, zoning and development codes, subdivision ordinances, community engagement, design standards and guidelines, and working with disadvantaged communities. He specialized in specializing in land use planning, regulatory compliance, community outreach, zoning regulations, urban design, and crime prevention through environmental design (CPTED). Michael brings a unique perspective to all of his projects having worked as a planner in both the private and public sector, as well as serving as a police officer. Through this lens, Michael understands the inner-workings of local government and the important role that planning has in addressing the ever-changing needs of communities. Michael's work is driven by his hands-on experience in all levels of land use planning and a passion for quality design and community engagement.

Prior to working at Mintier Harnish, Michael was an Assistant Planner for the City of Napa. As part of the Planning Division team, Michael facilitated the filing and processing of a range of projects, including multi-family housing, subdivisions, cannabis dispensaries, and historic preservation projects.

During his tenure with the City of Napa, Michael decided to serve the community in a different capacity. Working in the community he served and lived in fueled his desire to transition into law enforcement, where he became a City of Napa Police Officer. Michael received his California POST Peace Officer Certification from the Napa Valley College Criminal Justice Training Center. Using his experience in planning and community engagement, Michael implemented a holistic approach to policing by working alongside community groups and other law enforcement agencies to address the needs of local concern (e.g., homelessness, addiction, mental health). Michael transitioned back into land use planning in 2019.

Michael graduated with honors from California Polytechnic State University (Cal Poly), San Luis Obispo, and holds a Bachelor's Degree in City and Regional Planning. While at Cal Poly, Michael minored in both Real Estate Development and Sustainable Environments, and served two terms as the President of Associated Students in Planning (ASP). Michael also holds an Associate of Science in Mathematics with a concentration in Architecture from Cuesta College in San Luis Obispo.



# NIKKI ZANCHETTA

## PLANNER

### EDUCATION

**Master of City Planning**  
San Diego State University

**Bachelor of Science in Community  
& Regional Development**  
University of California, Davis

**Minor in Professional Writing**  
University of California, Davis

### AFFILIATIONS

American Planning Association,  
Sacramento Valley Section (Board Member  
and YEP Subcommittee Member)

### EXPERIENCE

**Mintier Harnish**  
Planner

**San Diego Association of  
Governments (SANDAG)**  
Regional Planner

**San Diego Association of  
Governments (SANDAG)**  
Regional Planning Intern

### PROJECTS

General Plans for the cities of Arroyo  
Grande, Millbrae, Pleasant Hill, San  
Ramon, and Solvang, and Trinity County

6th Cycle Housing Elements for the  
Cities of Lompoc, St. Helena, and  
Visalia, and the County of Madera

Environmental Justice Elements for the  
Cities of Lodi, Lompoc, and Visalia

Objective Design and Development  
Standards for the Cities of Hayward  
and Susanville, and Counties of  
Del Norte and El Dorado

Additional Projects:  
Fairmead Community Action Plan

Nikki Zanchetta is a Planner with Mintier Harnish. She specializes in housing policy and planning, community development, community engagement, environmental justice, objective design and development standards, and land use planning. Prior to working for Mintier Harnish, Nikki was a Regional Planner for the San Diego Association of Governments (SANDAG) where she worked on the 2021 San Diego Regional Plan and standing up the Housing Acceleration Program developed using Regional Early Action Planning (REAP) Grant funding from the state. Her experience includes Sustainable Communities Strategies, interpreting housing policy and law, drafting housing and land use documents, community engagement, and creating regional programs to accelerate the production of affordable housing. Nikki has a strong background in writing both technical and public facing planning documents and emphasizes writing styles that allow complicated planning concepts to be easily understandable by various audiences. As a regional planner at SANDAG she was the lead drafter of the Housing Acceleration Program Strategy for the San Diego region, various sections of the 2021 Regional Plan, and public comment responses regarding the Regional Plan.

Nikki is an advocate of place-based planning strategies and building walkable, bikeable, and sustainable communities. She believes that communities can implement higher density housing to meet housing needs while maintaining unique community character.

Nikki holds a Bachelor's Degree in Community & Regional Development and Minor in Professional Writing from UC Davis, as well as a Master's degree in City Planning from San Diego State University. While at SDSU she served as the City Planning Student Association and was the recipient of the 2021 California Planning Foundation San Diego Section Scholarship, the 2021 WTS Paulette Duve Memorial Scholarship, and the 2020 San Diego APA Student Scholarship. Nikki is currently an active member of the Sacramento Valley Section (SVSAPA) of the California APA where she serves as a board member as well as a Program Coordinator for the SVSAPA Young and Emerging Planners (YEP) group.





#### EDUCATION

**Master of City and Regional Planning,  
Specialization in Landscape  
Architecture and Urban Design**  
California Polytechnic State  
University, San Luis Obispo

**Bachelor of Science in Food Science**  
California Polytechnic State  
University, San Luis Obispo

#### AFFILIATIONS

American Planning Association,  
Sacramento Valley Section

#### EXPERIENCE

**Mintier Harnish**  
Planner

**County of San Luis Obispo**  
Environmental Planning Intern

**Morro Bay National Estuary Program**  
Environmental Planning Intern

#### PROJECTS

Fairmead Community Action Plan

Merced County Multi-Jurisdictional  
Housing Element Update

Siskiyou County General Plan Update

Lodi Housing Element and Environmental  
Justice Element Update

Arroyo Grande General Plan Update

# HANNAH WOOLSEY

## PLANNER

Hannah Woolsey is a Planner with Mintier Harnish. She specializes in land use planning, housing policy and planning, urban design, environmental planning, environmental justice, and community outreach. Prior to working for Mintier Harnish, Hannah was an Environmental Planning Intern for both the County of San Luis Obispo as well as the Morro Bay National Estuary Program. Her experience includes drafting land use documents, housing element updates, environmental justice updates, community engagement, project permitting, and writing CEQA environmental review documents.

Hannah is an advocate of building walkable, bikeable, and sustainable communities. She believes in emphasizing higher density housing to build stronger communities that are more equitable for all Californians.

Hannah holds a Master's degree in City and Regional Planning from California Polytechnic State University, San Luis Obispo, where she specialized in Landscape Architecture and Urban Design. While in university, she worked with the cities of Campbell and Desert Hot Springs to draft Downtown Redevelopment Plans. Hannah also received a Bachelor's Degree in Food Science from California Polytechnic State University, San Luis Obispo.



#### EDUCATION

**Bachelor of Business  
Administration in Economics**  
University of Portland

**Minor in Sustainability**  
University of Portland

#### AFFILIATIONS

American Planning Association,  
Sacramento Valley Section

Sacramento Valley Young and Emerging  
Planners Subcommittee Member

#### EXPERIENCE

**Mintier Harnish**  
Assistant Planner

#### PROJECTS

Tulare County Multi-Jurisdictional  
Housing Element Update

Merced County Multi-Jurisdictional  
Housing Element Update

## WILL SAALSAA

### ASSISTANT PLANNER

William Saalsaa is an Assistant Planner with Mintier Harnish. He joined the team as a planning intern shortly after graduating from the University of Portland. He has since transitioned to an Assistant Planner position working primarily on 6th Cycle Housing Element Updates. William studied economics at the University of Portland with a concentration in environmental economics and policy and has a sustainability minor. Prior to beginning with Mintier Harnish, he spent four months in South Africa teaching high school economics and business studies at Grey College in Bloemfontein and Wynberg Boys' High School in Cape Town.

William is an advocate for reducing car dependency and has interests in bicycle and public transit infrastructure development. He supports the belief that diversified transit networks and neighborhood uses contribute to improved street safety and neighborhood vitality.



# ROBERT KLOUSNER PRESIDENT

## PROFESSIONAL HISTORY

### *Principal*

Planning Partners

### *Director*

Environmental Science Associates

### *Environmental Planner*

City of Sacramento, Environmental Services Division

### *Planning Administrator*

Drake Homes

### *Environmental Planner*

Eco-Analysts

### *Planner*

University Area Commission, City of Columbus, OH

### *Planner*

Ohio Capability Analysis Program, Dept. of Natural Resources, State of Ohio

## EDUCATION

### *Master of City and Regional Planning*

The Ohio State University

### *Bachelor of Arts, Land Use Planning*

Cal State University, Chico



## PLANNING PARTNERS

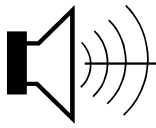
2934 Gold Pan Ct., Ste 3  
Rancho Cordova, CA 95670  
916/852-8830



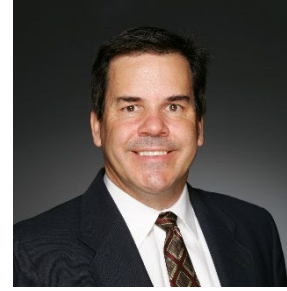
Planning Partners' principal, Robert D. Klousner, is a broadly experienced land use and environmental planner with a focus on environmental impact analysis, and planning and project administration. He has authored over 1,050 planning studies, environmental documents, and environmental determinations in his 40 years as a planning professional. His contribution to these documents has ranged from sole authorship and technical analysis to management of large multidisciplinary teams, and project oversight as principal-in-charge. Bob possesses an in-depth knowledge of California and Federal planning and environmental law, quantitative planning methods, needs analysis, and decision analysis. He specializes in the resolution of complex planning issues among diverse interest groups, including preservationists and environmentalists, developers, and local, state, and federal agencies.

Bob is adept in the preparation of tiered documents and other CEQA streamlining methods. He has recently led the drafting of categorical exemption supporting information for a controversial Class 32, Infill Development project, multiple focused EIRs tiered from Program EIRs for General Plans or other Regulatory programs, and subsequent CEQA documents of various types.

- Road and Trail Management Plan (Plan and Program EIR prepared for the Marin County Open Space District to guide the construction, operations, maintenance, and use of roads and trails within the District's 34 open space preserves)
- City of Folsom General Plan Update (Project Manager for environmental background information, policy development, and Program EIR for the General Plan)
- Merced County General Plan Update (Project Manager for environmental background information, policy development, and Program EIR for the General Plan)
- San Benito County General Plan Update (Project Manager for environmental background information, policy development, and Program EIR for the General Plan)
- San Joaquin County General Plan Update (Project Manager for environmental background information and policy development for the General Plan)
- 603 Sutter Street Mixed Use project (Project Manager for the documentation supporting the City of Folsom's preparation of a Class 32 Notice of Exemption for this very controversial project.)
- San Andreas Wastewater Treatment Upgrade and Jenny Lind Regionalization Project (Principal in Charge for the preparation of Subsequent Mitigated Negative Declarations for these two projects.)



## Paul Bollard – President



### Employment History:

- 2005 - Present: Bollard Acoustical Consultants, Inc. – President
- 1999 - 2005: Bollard & Brennan, Inc. – President
- 1997 - 1999: Bollard Acoustical Consulting – President
- 1987 - 1997: Brown-Buntin Associates, Inc. – Senior Consultant

Paul has prepared in excess of a thousand acoustical studies covering a wide variety of environmental, industrial, and architectural issues. He has developed and demonstrated particular expertise in noise control using sophisticated data acquisition instrumentation and complex analytical modeling techniques. Representative studies to which Paul has managed or made significant contributions follow.

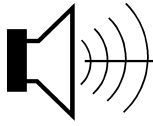
- ☐ Environmental noise studies including EIR/EIS preparation for proposed residential developments, roadway improvement projects, schools, commercial developments, and recreational facilities.
- ☐ Large-scale environmental noise monitoring programs for Noise Elements of city and county General Plans.
- ☐ Industrial noise studies including analysis of rocket-engine test stands, food processing plants, power plants, HVAC equipment, and aggregate mining and processing facilities.

### Professional Affiliations:

- ☐ Institute of Noise Control Engineering (INCE), Board Certified
- ☐ The Association of Environmental Professionals (AEP)
- ☐ The Acoustical Society of America (ASA)

### Education:

- ☐ Bachelors of Science degree in Mechanical Engineering from the California State University at Sacramento, 1987
- ☐ Master's Degree courses in Mechanical Engineering with emphasis on acoustics, California State University at Sacramento, 1990-1993



BOLLARD ACOUSTICAL CONSULTANTS, INC.

Acoustics ► Vibration ► Noise Control Engineering

**Dario Gotchet – Principal Consultant****Employment History:**

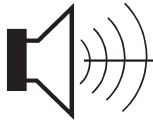
2016 - Present: Bollard Acoustical Consultants, Inc. – Senior Consultant

2007 - 2012: Tahoe Regional Planning Agency – Environmental Planner II

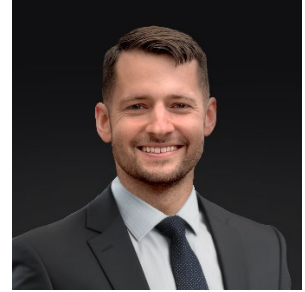
Joining the BAC team in 2015, Dario's career experience is focused in natural resource management and environmental planning. After earning a Bachelor of Science in Natural Resource Management from California State University, Chico, he moved to the Lake Tahoe Basin where he spent a decade employed by state government resource management and environmental planning agencies. Dario obtained his background in acoustics while employed with the Tahoe Regional Planning Agency where his position focused on environmental noise monitoring, code compliance, and policy development. Currently, Dario's primary duties at BAC consist of projects involving wireless telecommunications facilities, traffic, train, and environmental noise.

**Education:**

- Bachelors of Science in Natural Resource Management from California State University, Chico (2003)



## Bogdan Chepurny – Associate Consultant



### Employment History:

2022 - Present: Bollard Acoustical Consultants, Inc. – Associate Consultant

2018 - 2022: ICON Aircraft – Mechanical Design Engineer

2014 - 2016: Bollard Acoustical Consultants, Inc. – Technician

Bogdan first joined BAC in 2014 as technician while pursuing his mechanical engineering degree. He left the workforce to earn a Bachelor of Science in Mechanical Engineering from University of California, Davis in 2018. Upon graduation, he was hired as a mechanical design engineer at ICON Aircraft to work on product improvement of the composite, amphibious aircraft headquartered in Vacaville, California. Bogdan re-joined the BAC team in the summer of 2022 as an associate consultant.

### Education:

- Bachelors of Science in Mechanical Engineering from University of California, Davis (2018)



**Years of Experience: 20**

#### EDUCATION

B.S., 2004, Urban Planning,  
Arizona State University

#### LICENSES/CERTIFICATIONS

American Institute of Certified  
Planners (AICP), Since 2007

#### MEMBERSHIPS/ASSOCIATIONS

American Planning Association  
Member

American Institute of Architects  
Associate

National Fire Protection  
Association Member

American Fire Sprinkler  
Association Member

California Emergency Services  
Association Member

Floodplain Management  
Association Member

#### EXPERIENCE

**Michael Baker International,**  
Oakland, CA - 2010- 2015. Planning  
Manager

**Vernadero Group Tempe, AZ -**  
2009 – 2010. Planning and  
Engineering Manager

**Michael Baker International,**  
Alexandria, VA |Phoenix, AZ -  
2004-2009. GIS Assoc / Arch  
Assistant

**Arizona State University, Tempe,**  
**AZ - 1998-2004.** Architect and  
Project Management Assistant



**Ethan E. Mobley, AICP**

Project Manager | Owner

#### GENERAL QUALIFICATIONS

Ethan serves as a project manager and owner of Dynamic Planning + Science. He has over 20 years of experience working for local, state, and federal clients. Prior to starting Dynamic Planning + Science, Ethan worked at Arizona State University in the facilities division as an Architect and thereafter as a government contractor leading some of our nation's most important infrastructure projects. He has managed projects specializing in land use planning, urban design, fire protection, flood protection, capital improvements planning, hazard mitigation planning, and natural resource protection.

Ethan is also a fire protection engineer and designer for commercial and residential structures. Through his design and engineering experience he is intimately familiar with the requirements of NFPA and other industry standards for fire prevention in urban environments.

Ethan provides support and services to local California municipalities, counties, and Cities. He also has planning experience for large federal clients, such as U.S. Army Corps of Engineers (USACE), Federal Emergency Management Agency (FEMA), and the U.S. Department of Homeland Security (DHS). He is versatile in a multitude of software packages and instrumentation, including ESRI, Autodesk, Adobe, SharePoint, Microsoft Office and other software used for analyzing the built environment for natural hazard risk.

#### SELECT PROJECT EXPERIENCE

**Hazard Mitigation Plan and General Plan Safety Element Update, *Shasta Lake, California. City of Shasta Lake, CA. Project Manager.***

**City of Isleton General Plan Update and Safety Element Update. *Isleton, CA.. Project Manager/Lead Planner.***

**Tehama County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) 2018 Update. *Tehama County, CA. Project Manager.***

**Contra Costa County Flood Safety Plans, *Contra Costa County, CA. Project Manager.***

**McFarland General Plan Safety Element, Local Hazard Mitigation Plan, and Master Plan of Drainage, *McFarland, California. City of McFarland.***

**Delta Levee Emergency Management Plan, *Portions of Alameda, Contra Costa, Sacramento, San Joaquin, Solano, and Yolo Counties, California. U.S. Army Corps of Engineers, Sacramento District. Project Manager.***

**West Ox Road Site Infrastructure and Roadways, *Fairfax, Virginia. County of Fairfax. Designer.***





## Brian Greer

Data Visualization Manager | Co-Owner

**Years of Experience: 10**

### EDUCATION

B.S., 2008, Geography,  
California State University,  
Hayward

### LICENSES/CERTIFICATIONS

Adobe Certified Expert, Illustrator

### MEMBERSHIPS / ASSOCIATIONS

North American Cartographic  
Information Society (NACIS)

Bay Area Automated Mapping  
Association (BAAMA)

BayGeo Cartography Group

California Emergency Services  
Association (CESA)

### AWARDS

California Emergency  
Services Association (CESA)  
Coastal Chapter Silver Award,  
2012

GISPCI Map Design Award, 2012

### EXPERIENCE

**Lettis Consultants International,  
Inc.**, Walnut Creek, CA - 2014-

2015. GIS Analyst/Cartographer  
**URS Oakland, CA** - 2012-2014. GIS  
Analyst/Cartographer

**Endpoint Environmental**, San  
Francisco, CA - 2012. Cartographer

**Michael Baker International**,  
Oakland, CA - 2009- 2012. GIS  
Associate

**Contra Costa County Department  
of IT**, Martinez, CA - 2007-2009.

Information Systems  
Programmer Analyst

### GENERAL QUALIFICATIONS

Brian has the vision, skill, and imagination needed to conceptualize and communicate the role that geospatial technology plays in intricate projects. His deliverables provide the visual information necessary to explain complex data to the public. He has a solid foundation in GIS principles including geography, cartography, Python scripting, GPS data collection & processing, CAD-GIS interoperability. With a suite of software knowledge, his work centers on integrating graphic and spatial software to produce results designed to communicate. He currently leads large geospatial data management and mapping efforts for multiple projects.

Brian's work has been focused on delivering high-end products to clients across the nation. His skillset has resulted in various customized tools that enable enhanced deliverables in Hazard Mitigation Plan development. He has designed rich interactive web maps, an automated CRS analysis and summary scorecard, and a robust mitigation action database and formatting tool. Brian is a GIS Cartographer whose deliverables provide the visual information necessary to understand complex data and give clients a way to deliver a powerful message with professional graphic appeal. With a suite of software knowledge, his work centers on integrating graphic and spatial software resulting in products designed to communicate. Brian's work can be seen on the walls of FEMA Headquarters, US Army Corps map books, and the Congressional floor.

### SELECT PROJECT EXPERIENCE

**City of Shasta Lake General Plan Update.** *Shasta Lake, CA.* GIS/Data Viz. Analyst.

**City of Isleton General Plan Update.** *Isleton, CA.* GIS/Data Viz. Analyst.

**Tehama County Hazard Mitigation Plan (HMP) Update.** *Tehama County, CA.* GIS/Data Viz. Analyst.

**San Bernardino City Unified School District Hazard Mitigation Plan.** *San Bernardino, CA.* Data Visualization Manager.

**Contra Costa County Flood Safety Plans,** *Contra Costa County, CA.* Project Manager.

**Solano County Emergency Operations Plan (EOP) Update.** *Solano County.* Document Design & Formatting.

**Delta Levee Emergency Management Plan, Delta Counties, California.** *U.S. Army Corps of Engineers, Sacramento District.* Data Visualization Manager.







**WHEREAS**, The City of Susanville is required to have an updated Housing Element in place by June 2024; and

**WHEREAS,** The City of Susanville is required to update the Safety Element by state law when two or more General Plan Elements are open (Circulation and Land Use); and

**WHEREAS**, the technical nature of the work required to complete the project scope elements to update the Housing and Safety Elements, including the required environmental clearance of the City of Susanville's General Plan is extensive work and outside of the staffing levels of City staff; and

**WHEREAS**, the City has followed the appropriate procurement procedures to solicit and evaluate proposals per federal and state requirements and received one application from Mintier-Harnish and that has been reviewed by a committee of competent City personnel.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Susanville hereby authorizes the City Administrator to execute an Agreement with Harnish-Mintier for professional services not to exceed \$292,180.00 and further authorizes the Finance Director to adjust the planning budget as necessary.

APPROVED: \_\_\_\_\_  
Quincy McCourt, Mayor

ATTEST: \_\_\_\_\_  
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20<sup>th</sup> day of March 2024, by the following vote:

AYES:  
 NOES:  
 ABSENT:  
 ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Margaret Long, City Attorney

**RESOLUTION NO. 24-6294**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT**  
**FOR PROFESSIONAL SERVICES WITH MINTIER- HARNISH TO ASSIST IN THE**  
**COMPREHENSIVE UPDATE OF THE GENERAL PLAN'S HOUSING,**  
**COMMUNITY CHARACTER, OPEN SPACE, PARKS, RECREATION, CHILDCARE,**  
**COMMUNITY HEALTH, SAFETY, CONSERVATION, AND IMPLEMENTATION**  
**PROGRAM CHAPTERS IN THE EXISTING GENERAL PLAN ELEMENTS,**  
**INCLUDING THE REQUIRED ENVIRONMENTAL CLEARANCE AND**  
**TO AUTHORIZE THE FINANCE DIRECTOR TO ADJUST THE BUDGET AS NECESSARY**

**WHEREAS,** The City of Susanville is required to have an updated Housing Element in place by June 2024; and

**WHEREAS,** The City of Susanville is required to update the Safety Element by state law when two or more General Plan Elements are open (Circulation and Land Use); and

**WHEREAS,** City staff has identified an urgent need for a comprehensive update to the General Plan based on the outdated time frame for said plan (*City of Susanville General Plan 1990-2010*); and

**WHEREAS,** The comprehensive update will allow for a new General Plan time period of "*The City of Susanville General Plan 2025-2050*", once the updates are completed; and

**WHEREAS,** City staff is confident that an updated General Plan sends the appropriate message to developers inside and outside of city limits that the City of Susanville is serious about economic development and sustainable growth; and

**WHEREAS,** the technical nature of the work required to complete the project scope elements to update the Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements, including the required environmental clearance of the City of Susanville's General Plan is extensive work and outside the expertise of City staff; and

**WHEREAS,** the City has followed the appropriate procurement procedures to solicit and evaluate proposals per federal and state requirements and received one application from Mintier-Harnish and that has been reviewed by a committee of competent City personnel.

**NOW THEREFORE, BE IT RESOLVED,** that the City Council of the City of Susanville hereby authorizes the City Administrator to execute an Agreement with Harnish-Mintier for professional services not to exceed \$399,530.00 and further authorizes the Finance Director to adjust the planning budget as necessary.

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20<sup>th</sup> day of March 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Heidi Whitlock, City Clerk

APPROVED AS TO FORM:

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Margaret Long, City Attorney

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Heidi Whitlock, Administrative Services

**Action Date:** March 20, 2024

**SUBJECT:** City Project Priorities

**PRESENTED BY:** Dan Newton, City Administrator

**SUMMARY:** The City of Susanville is dedicated to providing essential services to residents/customers through the efforts and actions of four city departments, Administration, Fire, Police and Public Works. The Susanville City Council has adopted four (4) priorities for city staff to focus on when providing city services.

Four (4) Priorities of City Council

- Transparency
- Improve Susan River Trail
- Code Enforcement
- Improve Main Street

The City provides a variety of essential services such as law enforcement, fire/life safety, parks, water, natural gas, streets, development services, and many other community amenities, such as golf course, community pool, and the airport. In the provision of these services, several items come up during the work week, procedural clarifications, policy interpretations, complaints, human resource items, financial services, and staff development, just to name a few. It is estimated that over 90% of staff's time is spent handling day to day operations, and less than 10% of staff time is available for project delivery work.

The city posts a project priority list on the city's website and is attached for council's review and discussion. The list is not comprehensive but is representative of items to which the city is dedicating its staffing resources from a project standpoint. Staff is seeking a discussion and possible direction.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Direction to Staff

**ATTACHMENTS:**

[240320\\_City\\_Priorities\\_List.pdf](#)



# City of Susanville Work Priorities

March 20, 2024

The City of Susanville is dedicated to providing essential services to residents/customers through the efforts and actions of four city departments, Administration, Fire, Police and Public Works. The Susanville City Council has adopted four (4) priorities for city staff to focus on when providing city services.

The city provides a variety of essential services such as law enforcement, fire/life safety, parks, water, natural gas, streets, development services, and many other community amenities, such as the golf course, community pool, and the airport. In the provision of these services, several items come up during the work week, procedural clarifications, policy interpretations, complaints, human resource items, financial services, staff development just to name a few. It is estimated that over 90% of staff's time is spent handling day-to-day operations, and less than 10% of staff time is available for project delivery work.

## Four (4) Priorities of City Council

- A. Transparency
- B. Improve Susan River Trail
- C. Code Enforcement
- D. Improve Main Street

## Additional Priorities

- **Provision of Essential Services**
- **Homelessness**
- **Enhancement of Economic Development Efforts**
- **Infrastructure Improvements**
- **Code Updates and Policies**

## Priorities of City Council and Additional Priorities

| Staff Work Program/Project List                                                                        | Transparency | Improve Susan River Trail | Code Enforcement | Improve Main Street | Provision of Essential Services | Homelessness | Enhancement of Economic Development Efforts | Infrastructure Improvements | Code Updates and Policies |
|--------------------------------------------------------------------------------------------------------|--------------|---------------------------|------------------|---------------------|---------------------------------|--------------|---------------------------------------------|-----------------------------|---------------------------|
| CDBG CV: Memorial Park Bathroom Project                                                                |              |                           |                  |                     |                                 |              | X                                           | X                           |                           |
| Public Facility Impact Fee: Self-Storage Analysis, Consultant Report Review, Provide Report to Council | X            |                           |                  |                     | X                               |              | X                                           |                             | X                         |
| ARPA Funds: Present for direction on project funding to new council                                    | X            |                           |                  |                     | X                               |              | X                                           |                             |                           |
| Procurement Policy: Ordinance changes & Adoption                                                       |              |                           |                  |                     | X                               |              | X                                           |                             | X                         |
| SE Gateway Bidding Process                                                                             |              |                           |                  |                     |                                 |              | X                                           | X                           |                           |
| Title 10 (Parking Regulation): Updates                                                                 |              |                           |                  |                     | X                               |              | X                                           |                             | X                         |
| Water Rate Study                                                                                       | X            |                           |                  |                     | X                               |              |                                             |                             |                           |
| Engineering and Traffic Survey of top 3 local roads                                                    |              |                           |                  |                     | X                               |              |                                             |                             |                           |





# City of Susanville Work Priorities

| Staff Work Program/Project List                                                                                                                                                     | Transparency | Improve Susan River Trail | Code Enforcement | Improve Main Street | Provision of Essential Services | Homelessness | Enhancement of Economic Development Efforts | Infrastructure Improvements | Code Updates and Policies |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------|------------------|---------------------|---------------------------------|--------------|---------------------------------------------|-----------------------------|---------------------------|
| Security Cameras: PW, PD, FD                                                                                                                                                        |              |                           |                  |                     | X                               |              |                                             | X                           |                           |
| Recruitments and Hiring: Police Officer/Lieutenant, Code Enforcement Officer, Pool, Water Utility Supervisor, Utility Service Technician, Econ Dev PT Assistant, Account Technician |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| Geothermal Utility Ramsey Ditch Agreement                                                                                                                                           | X            |                           |                  |                     | X                               |              |                                             | X                           |                           |
| DR 4308 & 4301 (Flood) FEMA Grant Closeout                                                                                                                                          |              |                           |                  |                     | X                               |              |                                             | X                           |                           |
| General Plan Update: Research needs, consultants, and financial opportunities, provide report                                                                                       | X            |                           |                  | X                   | X                               |              | X                                           |                             |                           |
| Volunteer Fire Department MOU: Research, update and provide report                                                                                                                  |              |                           |                  |                     | X                               |              |                                             | X                           |                           |
| Skyline Apartment Complex Research, Review, Assessment                                                                                                                              | X            |                           |                  |                     |                                 |              | X                                           | X                           |                           |
| Dogs at Large: Revise Abatement Order                                                                                                                                               |              |                           | X                |                     |                                 |              |                                             |                             | X                         |
| 2022/2023 Audit: Prepare, Assess, Present                                                                                                                                           | X            |                           |                  |                     | X                               |              |                                             |                             |                           |
| Local Early Action Planning Grant (LEAP): Housing zoning code revisions                                                                                                             |              |                           | X                |                     |                                 |              |                                             |                             | X                         |
| Surface Mining Ordinance                                                                                                                                                            |              |                           |                  |                     | X                               |              | X                                           |                             |                           |
| Economic Development Implementation Plan (EDIP): Complete and publish framework                                                                                                     |              |                           |                  |                     |                                 |              | X                                           |                             |                           |
| Taxiway A Grant Closeout                                                                                                                                                            |              |                           |                  |                     | X                               |              | X                                           | X                           |                           |
| Airport Covid Grant(s)                                                                                                                                                              |              |                           |                  |                     | X                               |              | X                                           |                             |                           |
| Public Safety Chief: PD & Fire Organizational Structure Implementation                                                                                                              |              |                           |                  |                     | X                               |              |                                             |                             | X                         |
| HUSA Survey: Conduct survey and provide report                                                                                                                                      | X            |                           |                  | X                   |                                 |              | X                                           |                             |                           |
| Pickleball Courts: research preliminary plans and gather estimates, provide report                                                                                                  |              |                           |                  |                     |                                 |              | X                                           | X                           | X                         |
| Volunteer Trail Patrol                                                                                                                                                              |              | X                         |                  |                     | X                               | X            |                                             |                             |                           |
| St. Francis Code Enforcement & Abatement                                                                                                                                            |              |                           | X                |                     | X                               |              | X                                           |                             |                           |
| Local Agency Technical Assistance (LATA) Grant: Project implementation/Engineering Designs                                                                                          |              |                           |                  |                     |                                 |              | X                                           | X                           |                           |
| Johnstonville Road Water Line Replacement                                                                                                                                           |              |                           |                  |                     |                                 |              |                                             | X                           |                           |
| Strategic Planning: Research and assess with staff, draft plan                                                                                                                      | X            |                           |                  |                     | X                               |              |                                             |                             |                           |
| Section 115 Trust                                                                                                                                                                   |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| Community Garden: Electric Panel                                                                                                                                                    |              |                           |                  |                     | X                               |              | X                                           | X                           |                           |
| Permanent Local Housing Allocation Grant                                                                                                                                            |              |                           |                  |                     |                                 | X            |                                             |                             |                           |
| Surplus of city property                                                                                                                                                            |              |                           |                  |                     |                                 |              |                                             |                             |                           |
| Per Capita Grant Project completion and closeout                                                                                                                                    |              |                           |                  |                     |                                 |              | X                                           | X                           |                           |



# City of Susanville Work Priorities

| Staff Work Program/Project List                                                                      | Transparency | Improve Susan River Trail | Code Enforcement | Improve Main Street | Provision of Essential Services | Homelessness | Enhancement of Economic Development Efforts | Infrastructure Improvements | Code Updates and Policies |
|------------------------------------------------------------------------------------------------------|--------------|---------------------------|------------------|---------------------|---------------------------------|--------------|---------------------------------------------|-----------------------------|---------------------------|
| Airport FBO/Manager RFP                                                                              |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| SB 2 Planning Grant: Project/Grant Closeout                                                          |              |                           |                  |                     |                                 |              | X                                           |                             | X                         |
| Natural Gas Appliance Program: Assess capacity to conduct natural gas appliance service calls        |              |                           |                  |                     | X                               |              | X                                           |                             |                           |
| Golf Course Irrigation Pump Repair & Maintenance                                                     |              |                           |                  |                     |                                 |              |                                             |                             |                           |
| CDBG CV 2/3 Crossroads Freezer Project: Plans/Bid                                                    |              |                           |                  |                     |                                 |              | X                                           |                             |                           |
| Golf Course Operations Lease: Research and provide report for lease of golf course operations        |              |                           |                  |                     | X                               |              | X                                           |                             |                           |
| 2024/2025 Budget Preparation and Staff Review                                                        | X            |                           |                  |                     | X                               |              |                                             |                             |                           |
| Express Evaluations: Employee Training & Program Implementation                                      |              |                           |                  |                     | X                               |              |                                             |                             | X                         |
| City Hall Interior Repairs (insurance claim): update bid specs and bid project                       |              |                           |                  |                     | X                               |              |                                             | X                           |                           |
| Master Sales Tax Agreement: Research, Develop, Develop Process, Project Schedule                     |              |                           |                  |                     | X                               |              |                                             | X                           |                           |
| SPD: Airport Shooting Range Proposal/Study                                                           | X            |                           |                  |                     | X                               |              |                                             | X                           |                           |
| Special Use Permit: Research and assess need to update and improve special event permitting          | X            |                           | X                |                     | X                               |              | X                                           |                             | X                         |
|                                                                                                      |              |                           |                  |                     |                                 |              |                                             |                             |                           |
| Animal Control Ordinance: Research, review, update                                                   | X            |                           | X                |                     |                                 |              |                                             |                             | X                         |
| Charter City: Assess and provide report                                                              | X            |                           |                  |                     | X                               |              | X                                           |                             | X                         |
| 811 Cottage Code Enforcement                                                                         |              |                           | X                |                     |                                 |              |                                             |                             |                           |
| Title 17 Temporary Use Permit/Encroachment Permit: Assess and update code and policies               | X            |                           | X                |                     |                                 |              | X                                           |                             | X                         |
| SPD Roof Repairs: Engineering & Budget                                                               |              |                           |                  |                     | X                               |              |                                             | X                           |                           |
| Fire Training Agreement: Assess and update agreement                                                 |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| IIPP Safety Program Updates for PW/Fire/PD                                                           |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| Riverside Drive Trail: project development PS&E, R/W and design                                      |              | X                         |                  |                     | X                               |              | X                                           | X                           |                           |
| Employee Development Training Assessment                                                             |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| Sierra Road Complex – Urban Farming/Compost: Research, assess and provide report                     |              |                           |                  |                     | X                               |              | X                                           |                             |                           |
| Fire Hazard Map: Monitor, research, and comment                                                      |              |                           |                  |                     | X                               |              | X                                           |                             |                           |
| Fleet Maintenance Program: Assessment of Public Works providing maintenance of Police and Fire fleet |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| Fire Department Heating System Repairs: engineering plans assess and provide report, budgeting       |              |                           |                  |                     | X                               |              |                                             | X                           |                           |



# City of Susanville Work Priorities

| Staff Work Program/Project List                                                                                      | Transparency | Improve Susan River Trail | Code Enforcement | Improve Main Street | Provision of Essential Services | Homelessness | Enhancement of Economic Development Efforts | Infrastructure Improvements | Code Updates and Policies |
|----------------------------------------------------------------------------------------------------------------------|--------------|---------------------------|------------------|---------------------|---------------------------------|--------------|---------------------------------------------|-----------------------------|---------------------------|
| Public Works Department Roof: engineering, budgeting                                                                 |              |                           |                  |                     | X                               |              |                                             | X                           |                           |
| Hiring Policy: Review, Assess, Provide Report                                                                        | X            |                           |                  |                     | X                               |              |                                             |                             | X                         |
| Local Hazard Mitigation Plan: update & provide report                                                                |              |                           | X                |                     | X                               |              | X                                           |                             |                           |
| Defensible Space Inspection Program: implement LE-100 program                                                        |              |                           | X                |                     | X                               |              | X                                           |                             |                           |
| Drone Policy: develop and implement                                                                                  |              |                           |                  |                     |                                 |              |                                             |                             | X                         |
| Emergency Services Agreement with SIR                                                                                |              |                           |                  |                     | X                               |              | X                                           |                             |                           |
| Wildfire Action Plan: perform risk assessment, complete community plan for Fire Wise Community certification renewal |              |                           | X                |                     | X                               |              | X                                           |                             |                           |
| SE Gateway Construction                                                                                              |              |                           |                  | X                   |                                 |              | X                                           | X                           |                           |
| <b>COMPLETED FROM PROJECT LIST:</b>                                                                                  |              |                           |                  |                     |                                 |              |                                             |                             |                           |
| 23/24 Mid Year Budget: Review, Assess, Present                                                                       | X            |                           |                  |                     | X                               |              |                                             |                             |                           |
| State Controller Annual Comprehensive Financial Report (ACFR): Research, compile and provide report                  | X            |                           |                  |                     |                                 |              |                                             |                             |                           |
| PG&E Litigation (Dixie Fire)                                                                                         |              |                           |                  |                     | X                               |              | X                                           |                             |                           |
| Fire Hydrant Fittings                                                                                                |              |                           |                  |                     | X                               |              |                                             | X                           |                           |
| Police Department Collision Repair                                                                                   |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| City Phone System Upgrade                                                                                            |              |                           |                  |                     | X                               |              |                                             | X                           |                           |
| Urban Water Management Plan                                                                                          |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| SE Gateway: Construction Allocation                                                                                  |              |                           |                  | X                   |                                 |              | X                                           |                             |                           |
| Animal Control Partnership with Lassen County: research agreement and assess need for update                         |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| Reorganization Plan: 606 Nevada Street completion                                                                    |              |                           |                  |                     | X                               |              |                                             | X                           |                           |
| CA Dept. of Fish and Wildlife Permit                                                                                 |              | X                         | X                |                     |                                 | X            |                                             | X                           |                           |
| 2023/2024 Budget: develop, present, report, adopt                                                                    | X            |                           |                  |                     | X                               |              |                                             |                             |                           |
| Economic Development Partnership with SIR: assess, develop, and create MOU                                           | X            |                           |                  |                     | X                               |              | X                                           |                             |                           |
| 23/24 Employee Bargaining: Admin, Fire, SPOA, Misc                                                                   |              |                           |                  |                     |                                 |              |                                             |                             |                           |
| Develop ARPA Fund rating criteria                                                                                    |              |                           |                  |                     |                                 |              |                                             |                             |                           |
| Mitigation Fund Assessment: Research consultants                                                                     |              |                           |                  |                     | X                               |              |                                             |                             | X                         |
| Shopping Cart Ordinance                                                                                              |              |                           |                  |                     |                                 |              |                                             |                             | X                         |
| City Water Tank Maintenance Needs Assessment                                                                         |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| Economic Development Director: create job and recruitment                                                            | X            |                           |                  |                     | X                               |              | X                                           |                             |                           |



# City of Susanville Work Priorities

| Staff Work Program/Project List<br>(Completed list cont.)                                                      | Transparency | Improve Susan River Trail | Code Enforcement | Improve Main Street | Provision of Essential Services | Homelessness | Enhancement of Economic Development Efforts | Infrastructure Improvements | Code Updates and Policies |
|----------------------------------------------------------------------------------------------------------------|--------------|---------------------------|------------------|---------------------|---------------------------------|--------------|---------------------------------------------|-----------------------------|---------------------------|
| Affordable Housing Project Site Selection Discussions                                                          |              |                           |                  |                     |                                 | X            |                                             |                             |                           |
| Shopping Cart Ordinance                                                                                        |              |                           |                  |                     |                                 |              |                                             |                             | X                         |
| GASB 87 Lease Requirements                                                                                     | X            |                           |                  |                     |                                 |              |                                             |                             | X                         |
| Seasonal Firefighter Program                                                                                   |              |                           | x                |                     | x                               |              |                                             |                             |                           |
| Community Garden: Propane tank removal, site assessment for outdoor sink, engineering for sink, project budget |              |                           |                  |                     | X                               |              | X                                           | X                           |                           |
| Susan River Vegetation Clearing: project planning and implementation, report                                   |              | X                         | X                |                     | X                               |              |                                             | X                           |                           |
| Dogs-at-large: execute inspection warrant                                                                      |              |                           | X                |                     | X                               |              |                                             |                             |                           |
| CDBG CV: Emergency Services Grant Closeout                                                                     |              |                           |                  |                     | X                               |              |                                             | X                           |                           |
| Employee Evaluation Policy: Meet and Confer/Report for Council Adoption                                        |              |                           |                  |                     |                                 |              |                                             |                             | X                         |
| Public Safety Chief: Develop position and implementation plan                                                  | X            |                           |                  |                     | X                               |              |                                             |                             |                           |
| Per Capita Grant: Pump Track & Lighting                                                                        |              |                           |                  |                     | X                               |              | X                                           | X                           |                           |
| SB2 Planning Grant: Land Use Element present & adopt                                                           |              |                           |                  |                     | X                               |              | X                                           |                             | X                         |
| Employee Bargaining: Pro-Tech Unit Dissolution                                                                 |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| Employee Bargaining: Management Unit                                                                           |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| Lassen High School SRO Agreement                                                                               |              |                           |                  |                     | X                               |              | X                                           |                             |                           |
| Council/Board Live Stream: A/V improvements and implementation                                                 | X            |                           |                  |                     |                                 |              |                                             | X                           |                           |
| Lassen High School Student Resource Officer (SRO) Agreement                                                    |              |                           |                  |                     | X                               |              | X                                           |                             |                           |
| Susanville Click & Fix: LHS Collaboration Efforts                                                              |              |                           |                  |                     |                                 |              |                                             |                             |                           |
| Weatherlow Abatements: 63 & 67                                                                                 |              |                           | X                | X                   |                                 |              | X                                           |                             |                           |
| Dogs-at-Large: Execute abatement warrant                                                                       |              |                           |                  |                     | X                               |              |                                             |                             |                           |
| Vegetation Clearing: Susan River Corridor & Pat Murphy Little League Fields                                    |              | X                         | X                |                     | X                               | X            | X                                           |                             |                           |
| Recruitments and Hiring: Maintenance Worker I/II                                                               |              |                           |                  |                     |                                 |              |                                             |                             |                           |
| Economic Development Director Recruitment                                                                      | X            |                           |                  |                     |                                 |              | X                                           |                             |                           |
| 2021/2022 Audit                                                                                                | X            |                           |                  |                     | X                               |              |                                             |                             |                           |
| Public Safety Chief: Recruitment & Hiring                                                                      | X            |                           |                  |                     | X                               |              |                                             |                             |                           |
| Public Facility Impact Fee: Self-Storage Analysis, Consultant Services Research (hired)                        | X            |                           |                  |                     | X                               |              | X                                           |                             |                           |
| K9 Report                                                                                                      | X            |                           |                  |                     | X                               |              |                                             |                             |                           |
| Public Safety Chief: Interviews, Onboarding, Reorganization of departments                                     | X            |                           |                  |                     | X                               |              |                                             |                             | X                         |
| Hiring & Recruitments: Air Quality Specialist, Golf Course Seasonal, FF I/FF II/F AE, Police Officer           | X            |                           |                  |                     | X                               |              |                                             |                             |                           |
| State Controller Annual Comprehensive Financial Report (ACFR): Research, compile and provide report            | X            |                           |                  |                     | X                               |              |                                             |                             |                           |



# City of Susanville Work Priorities

The City of Susanville has 70 full-time positions allocated to each department as indicated below.

- Administration – 3
- Economic Development – 1.5
- Finance – 5
- City Clerk - 1
- Fire – 8 over 2 divisions [2 (Admin); 6 (Operations)]
- Police – 21 over 2 divisions [3 (Admin); 19(Operations)]
- Public Works – 30 over 12 Divisions [5 (Admin); 1.5(Building Official/Inspector); 1.5(City Planner); 2 (Parks); 1(Code Enforcement); 4 (Water/Geothermal); 4(Gas); 4(Streets); 2(Engineers/Air Pollution); 1 (Mechanic); 1(Pool); 3(Utility Services)]

Departments such as Fire and Police focus on their core missions to protect the lives and safety of people and property within the community. Public Works operates similarly in the provision of water/geothermal and natural gas services and providing maintenance on city streets. Public Works; however, does have limited staffing resources to deliver projects. The following list is not a comprehensive list of city staff work priorities; however, it is representative of the priorities that city staff is currently working to accomplish.

## Four Core Priorities of City Council

- Transparency
  - Publish List of City Work Priorities – **Completed/On-going**
  - ~~Council Meeting Live Stream Improvements – Goal is to improve audio and provide timestamping of video to correspond to agenda items. – Council approved 1/18/2023 begin project execution –~~ **Completed**
  - ~~City App/media platform to engage the public – Susanville Click and Fix –~~ **Completed**
  - ~~Budget Process – Incorporate Re-organization into Budget Structure / Evaluate Policies / Include Measure P –~~ **Completed**
- Improve Susan River Trail
  - Adopt a Trail Program Implementation – **On-going**
  - Support Clean-Up Activities – **On-going**
  - Volunteer Trail Patrol – **In Progress**
- Code Enforcement
  - Uptown Susanville – Pancera Plaza Area Trash Cleanup - **Ongoing**
  - Burned out structures near Main Street – **Ongoing**
  - Respond to complaints, property maintenance ordinance – **Ongoing**
  - Access and respond to need for abatement budget – **In progress**
- Improve Main Street
  - South East Gateway Project – **Ongoing** Time extension request granted, Maintenance and Cooperative Agreement with CalTrans approved. Allocation paperwork submitted. Allocation expected in March 2023. Project can be bid after allocation is granted.
- CCC Closure



# City of Susanville Work Priorities

- Monitor Closure Activities
- Business/Economic Development

## Financial Stability Efforts

- Economic Development Implementation Strategies –
  - Ad Hoc – **In progress.**
  - Master Sale Tax Agreement with County - **New**
- American Rescue Plan Act – Funding Strategy – **In progress (scheduled for new council)**
- Expenditure Reduction Plan Development – **Needs modification based on Measure P**
- Strategic Plans are being prepared for each department – **Departments' Completed Draft Plans, need to consolidate and prepare city-wide strategic plan.**
- Sales Tax Measure – Modify Ordinance Per Department of Tax and Fee Request – **Completed**
  - ~~Establish Sales Tax Oversight Board – **Complete**~~
- Salary Survey – **Pending**
- Economic Development Action Items –
  - Business Development Assistance – **No Progress**
  - Mural Repairs – Support Volunteers – **Ongoing**
- Review Fees – **In Progress**
- Review Cost Allocation – **Ongoing**
- ~~Business Development Cannabis Ad Hoc – Ordinance adopted, referendum process underway, scheduled to for November 2022 ballot. Complete~~
- Review Combined Services Agreements - **Ongoing**
- Research Directly Billable Activities – Budget **On-going**
- Implement procedures/policies to control expenses – **In Progress**
- Sale of Real Property – **No Progress**
- Reorganization Implementation
  - Relocation of Staff
    - City Hall Interior Repairs – **No Progress**
    - ~~Implementation of Staffing Structure effective **Complete**~~
    - ~~Repairs to 606 Nevada for Engineering Staff – **Complete**~~
- CalPERs UAL Policy – **In Progress**



# City of Susanville Work Priorities

## Provision of Essential Services

- Administration
  - Human Resources/employee recruitment and retention
  - Grant management/billings
  - Budget oversight/preparation
  - Review/update policies and procedures
  - Golf course maintenance and operations
- City Clerk
  - Human Resources/employee recruitment and retention
  - Records management/public records requests
- Economic Development
  - Economic Development Implementation Plan
- Finance
  - Accounts payable
  - Accounts receivable
  - Utility billings
  - Budget oversight
- Fire
  - Respond to alarms and other emergency calls/incidents
  - Overhaul and salvage operations
  - Emergency rescue operations
  - Public service calls
  - Fire prevention inspections
  - Test and maintain hydrants and vehicles
  - Budget oversight/preparation
  - Grant development, administration, and management
  - Review/update policies and procedures
- Police
  - Patrol City
  - Respond to alarms and other emergency call/incidents
  - Make arrests as necessary
  - Investigate crimes
  - Reports
  - Enforcement of state, local, and federal laws
  - Budget oversight/preparation
  - Serve warrants
  - Animal Control
  - Traffic Enforcement
  - Review/update policies and procedures
- Public Works





# City of Susanville Work Priorities

- Respond to utility service calls
- Repair water, geothermal and natural gas leaks
- Public safety awareness/conservation campaign
- Urban water management plan updates
- Maintain water and gas utilities in accordance with state, local, and federal laws
- Reports
- Street maintenance, repair, rehabilitation
- Building permits and inspection
- Zoning clearing for projects, use permits, general plan updates
- Code enforcement
- Park maintenance and upkeep
- Pool operation maintenance and operations
- Air pollution permitting, inspections, enforcement
- Oversee airport leases, planning, and project development

## All Departments:

- Interface with Community Groups/Businesses/Agency Partners
  - Susanville Indian Rancheria
  - Lassen County
  - LMUD
  - Susanville Sanitation District
  - Local Area Revitalization Project
  - Lassen High School
  - Susanville School District
  - Lassen County Office of Education
  - Lassen Community College
  - Lassen Land and Trails Trust
  - Ducks Unlimited
  - LARP
  - Lassen County Chamber of Commerce
  - Lassen County Fairgrounds
- Review/update policies and procedures

## Additional projects under development:

- ~~Little League Field Security Cameras~~ – **Completed**
- FD Project Development – Awarded Hat Creek Construction – **Complete**
  - Richmond Rd
  - Bunyan Rd
  - Spring Ridge by Hospital
- Richmond Road and North Gay Water service replacement projects – **Complete**
- Per Capita Park Grant – Memorial Park lighting / pump track – **In Progress**
- ~~Airport Taxiway A Project~~ – **Complete**
- Airport Taxiway B Project – Funding Requested
- ~~Facilitation of community events (2023)~~ – **Complete**
  - ~~Pet license/rabies clinic~~
  - ~~Home and Garden Show~~
  - ~~Classic Car Show n Shine~~
  - ~~Fair Parade~~



## City of Susanville Work Priorities

- ~~○ Safe and Sane Halloween~~
- ~~○ Veterans Day Parade~~
- ~~○ Magical Country Christmas~~
- ~~○ Farmer's Market/Night Markets~~
- Sierra Road Site Future Development Concepts
  - Community Compost – **No Progress**
  - Urban Farming – **Information exchange with LARP**



# City of Susanville Work Priorities

## Future Council Items List

1. Update on Charging Station Discussion
2. MOU with Lassen Historical Society
3. Discussion on Council goal setting
4. Discussion regarding city vehicle and equipment surplus auction
5. Update on Animal Shelter agreement (how many animals, cost of, etc.)
6. Discussion regarding lack of inventory of affordable low-income housing in support of Lassen Family Services
7. Discussion on collaboration with Lassen County and Susanville Indian Rancheria and City of Susanville to hire a liaison to collaborate with all three entities
8. Discussion regarding options to work with community on animal control and animal shelter agreement
9. Discussion regarding Councilmembers volunteering on projects
10. Discussion regarding Councilmember trainings
11. Discussion regarding partnership with Lassen Family Services in efforts to prioritize youth
12. Discussion regarding Council trainings and nepotism recusal policy trainings
13. Discussion regarding tier two of shopping cart ordinance
14. Discussion regarding increased theft within the community and increase council support to police department
15. Discussion regarding proclamation declaring Susanville as a sanctuary city for the unborn
16. Discussion regarding bringing Airport Capital Improvement Plan to council earlier in the year
17. Discussion proving funding to police department facility renovation
18. Discussion regarding banner permits
19. Discussion regarding dog ordinance
20. Discussion regarding street legal ATV and golf cart ordinance
21. Discussion regarding Veterans preference in hiring
22. Discussion regarding city's airport hangar current use as a city storage
23. Discussion regarding enforcement of shopping cart ordinance
24. Discussion regarding graffiti
25. Discussion regarding dog control and nuisance ordinance
26. Update on Speed Survey

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Heidi Whitlock, Administrative Services

**Action Date:** March 20, 2024

**SUBJECT:** Department Reports

**PRESENTED BY:** Dan Newton, City Administrator

**SUMMARY:** The City Administrator Reports is designed for Department Heads to address the Council on a variety of topics, is needed. Also, for the Council to address any questions or comments regarding that Department Head.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Information only.

**ATTACHMENTS:**



State of California – Natural Resources Agency  
DEPARTMENT OF FISH AND WILDLIFE  
Northern Region  
601 Locust Street  
Redding, CA 96001  
[www.wildlife.ca.gov](http://www.wildlife.ca.gov)

**GAVIN NEWSOM, Governor**  
**CHARLTON H. BONHAM, Director**



January 17, 2024

Kelly Mumper  
City Planner  
City of Susanville  
66 N Lassen Street  
Susanville, CA 96130  
[kmumper@cityofsusanville.org](mailto:kmumper@cityofsusanville.org)

**SUBJECT: CITY OF SUSANVILLE GENERAL PLAN LAND USE ELEMENT AND  
CIRCULATION ELEMENT UPDATE, STATE CLEARINGHOUSE NUMBER  
2023120232, LASSEN COUNTY**

Dear Kelly Mumper,

The California Department of Fish and Wildlife (CDFW) has reviewed the City of Susanville's (City) Draft Initial Study and Negative Declaration (ISND), for the above-referenced project (Project). CDFW appreciates this opportunity to comment on the Project, pursuant to the California Environmental Quality Act (CEQA) Guidelines.

### **CDFW's Role**

CDFW is California's Trustee Agency for fish and wildlife resources and holds those resources in trust by statute for all the people of the State (Fish and G. Code, §§ 711.7, subd. (a) & 1802; Public Resources Code, § 21070; CEQA Guidelines § 15386, subd. (a)). CDFW, in its Trustee Agency capacity, has jurisdiction over the conservation, protection, and management of fish, wildlife, native plants, and habitat necessary for biologically sustainable populations of those species (Id., § 1802). Similarly, for purposes of CEQA, CDFW is charged by law to provide, as available, biological expertise during public agency environmental review efforts, focusing specifically on projects and related activities that have the potential to adversely affect fish and wildlife resources.

CDFW is also submitting comments as a Responsible Agency under CEQA (Public Resources Code, § 21069; CEQA Guidelines, § 15381). CDFW expects that it may need to exercise regulatory authority as provided by the Fish and Game Code. Likewise, to the extent implementation of the Project as proposed may result in "take", as defined by state law, of any species

*Conserving California's Wildlife Since 1870*

Kelly Mumper, City Planner  
City of Susanville  
January 17, 2024  
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protected under the California Endangered Species Act (CESA) (Fish and G. Code, § 2050 et seq.), or state listed rare plant pursuant to the Native Plant Protection Act (NPPA; Fish and G. Code § 1900 et seq.) authorization as provided by the applicable Fish and Game Code will be required.

### **Project Description**

The Project, as described in the ISND, is as follows:

*"The Susanville General Plan details the community's long-term vision and policy framework enabling the city to develop according to its stated goals. This plan identifies the way the city is intending to grow, where it should (and should not) develop, requirements for improvements to public infrastructure, and provisions needed to protect and strengthen the unique community character that has defined Susanville since its inception.*

*The adoption of the Updated General Plan Land Use and Circulation Elements requires that the Susanville City Council approve and adopt the Initial Study/Negative Declaration through a public hearing with proper notification. The Susanville General Plan is intended to establish the policy framework for future growth and redevelopment of the City over the next 20 years. The plan's focus is on preserving the rural agriculture character of the community. The preservation of the open space within and surrounding the city is of significant concern to the community.*

*The proposed project consists of an update to the City of Susanville General Plan. The project includes updates to the Land use and Circulation elements. Both the Safety and Housing Elements were updated and approved separately. They have been incorporated into this General Plan update for the purpose of maintaining consistency."*

### **Comments and Recommendations**

CDFW provides the following comments to further assist the Lead Agency in adequately identifying, avoiding and/or minimizing potentially significant impacts to biological resources.

The update to the Land Use Element and Circulation Element of the City's General Plan will not, in and of itself, result in impacts to biological resources however, such updates include the facilitation of future land modification, maintenance activities, and development. CDFW supports the development and implementation of avoidance, minimization, and mitigation measures to address future impacts to biological resources, as the ISND describes in Section 4, Biological Resources.

Kelly Mumper, City Planner  
City of Susanville  
January 17, 2024  
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Section 4 of the ISND does not identify the numerous special status species that have the potential to occur in the Project area. Susanville is in a region that features diverse ecosystems including coniferous forests, wetlands, geothermal features, volcanic landscapes, saline lakes, and high desert habitats. Susanville is situated within the confluence of the Sierra Nevada, Cascade Range, and the Great Basin, which influences the area's mosaic of habitats and abundant biodiversity. Such ecological diversity supports various state special status species adapted to these unique environments including, but not limited to, golden eagle (*Aquila chrysaetos*, State Fully Protected), scalloped moonwort (*Botrychium crenulatum*, California Rare Plant Rank 2B.2), greater sandhill crane (*Grus canadensis tabida*, State Threatened) and sub-herds of the Doyle migratory mule deer herd.

### **Reduction of Human and Wildlife Conflict**

CDFW supports the intent of the City's Land Use Element in preserving the rural agriculture character of the community and the preservation of the open space within and surrounding the City. Agricultural lands and open space areas provide valuable habitat and migration corridors for wildlife species. Maintaining and establishing these open space areas within, and adjacent to, urban centers such as Susanville, results in humans living with wild animals as our neighbors. As our human population expands into wildlife habitat, human-wildlife interactions have increased. Conflict between humans and wildlife is a growing concern in developing areas, especially where the conflict results in livestock losses and property damage, the spread of wildlife diseases, and animal welfare issues and/or mortality of native wildlife including mountain lion, black bear, and mule deer. For more information about preventing potential conflict for a variety of wildlife species, please visit [Human-Wildlife Conflict](#).

As the City considers the development of policies and ordinances to support the vision of the General Plan and its associated elements, CDFW suggests the City consider the following recommendations to reduce occurrences of human and wildlife conflict:

#### Wildlife Friendly Fencing

CDFW understands fences are essential for controlling livestock and trespassing however, inappropriately designed or installed fencing may create serious hazards and/or barriers for wildlife. Therefore, CDFW strongly encourages the City to consider a policy that includes perimeter fencing, and residential fencing to be constructed with wildlife friendly fencing techniques, to reduce the potential of injury or death and provide safe connections and corridors between the habitats that wildlife species use during daily and annual movements. Please consult [A Landowner's Guide to Wildlife Friendly Fences](#):



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[How to Build Fence with Wildlife in Mind](#) for construction recommendations and use of wildlife friendly fencing. CDFW staff are also available to assist in providing further recommendations for effective wildlife friendly fencing techniques and the locations where they should be used.

#### Watering and Feeding Ungulates

California is home to many native ungulate species, including elk, mule deer, and pronghorn. They may be found in diverse habitats throughout the state that may include remote, rural, and residential areas. These animals may live in resident or migratory herds.

Watering and feeding ungulates can have negative consequences for both the species population and the surrounding ecosystem. Providing food may lead to habituated animals, dependency on human-provided food sources, overcrowding, and has been known to lead to disease transmission among herds. CDFW recommends the City develop local policies and enforceable codes aimed at preventing watering and feeding of ungulates and allowing for the construction of deer exclusion fencing in appropriate locations as part of an updated General Plan. CDFW staff are available to assist the City in installing exclusionary fencing where it would be most effective. For more information, please visit [Human-Wildlife Conflicts: Ungulates](#).

#### Human-Wildlife Conflict with Black Bears

Black bears provide many ecosystem benefits by serving as seed dispersers, scavengers, and predators. They are omnivores and will consume nearly anything, including seeds, plants, berries, other animals, pet food, human food, and trash. Improperly stored garbage, bird feeders, fruit trees and accessible pet food can attract bears which is likely to result in bears becoming habituated to and losing their fear of humans. This change in bear behavior can lead to an increase in bear encounters, property damage, loss of small livestock or pets. CDFW recommends the City develop policies and enforceable codes aimed at preventing bear and human conflict as part of current or future General Plan updates. For more information about preventing potential conflicts with black bears, please visit [Human-Wildlife Conflicts: Black Bears](#).

#### **Development and Conservation**

LUD-1.9 of the Land Use Element mentions maintaining and designating an adequate amount of open space and recreational land uses to meet the needs of residents and visitors. CDFW encourages the preservation of open space and natural areas within City limits. CDFW recommends the Lead Agency consider regional and state-wide natural resource conservation

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strategies outlined in the following reports: [Safeguarding California Plan](#); [California State Wildlife Action Plan: A Conservation Legacy for Californians](#); and [California 2030 Natural and Working Lands Climate Change Implementation Plan](#). CDFW staff are available to assist the City in identifying appropriate conservation strategies that support the implementation of General Plan policies and those that may result in improved conservation outcomes for fish and wildlife species.

### **Future CEQA Consultation**

CDFW would like to emphasize that our staff are available for consultation at every stage of the project development process. CDFW strongly encourages the Lead Agency to consult with CDFW before and during the development of future projects and those equivalent CEQA documents, specifically regarding the analyses of biological resources and the formulation of avoidance, minimization, and mitigation measures for such resources. Engaging with CDFW early-on plays a critical role in allowing our agency to fulfill our mandate to conserve California's valuable fish and wildlife resources and will simultaneously aid the Lead Agency in an efficient and comprehensive CEQA review.

### **Conclusion**

CDFW appreciates the opportunity to comment on the Project to assist the Lead Agency in adequately analyzing and minimizing impacts to biological resources and looks forward to reviewing the future City of Susanville General Plan update. If you have any questions regarding the information above, or for future CEQA consultation requests, please contact Erika Iacona, Senior Environmental Scientist, by email at [R1CEQARedding@wildlife.ca.gov](mailto:R1CEQARedding@wildlife.ca.gov).

Sincerely,

DocuSigned by:  
  
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Tina Bartlett, Regional Manager  
Northern Region

cc: State Clearinghouse  
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Erika Iacona  
California Department of Fish and Wildlife