
CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA

Susanville Planning Commission
**Regular Planning Commission Meeting • City Council Chambers 66
N. Lassen Street, Susanville, CA 96130**
Tuesday, April 12, 2022 - 6:30 PM

1. CALL TO ORDER ROLL CALL
2. PLEDGE:
3. APPROVAL OF AGENDA:
4. **BUSINESS FROM THE FLOOR:**

Any person may address the Commission at this time upon any subject on the agenda or not on the agenda. 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.

5. **CONSENT ITEMS:** *All matters listed under Consent are considered to be routine. There will be no separate discussion on these items. Any member of the public or the Commission may request removal of an item from Consent to be considered separately.*

5.A Receive and file minutes of the special November 30, 2021, and February 2, 2022, meetings.

6. **PUBLIC HEARINGS:**

6.A Consider approval of Resolution No. 22-1092, Use Permit application to allow for an Emergency Shelter that would permit up to 49 people with nightly sleeping accommodations in an existing commercial building in a C-2 General Commercial/Shopping Center zoning district.

7. **NEW BUSINESS:**

8. **CORRESPONDENCE:**

9. **COUNTY REFERRALS:**

10. **ADJOURNMENT:**

The Planning Commission's action on Use Permit (including Planned Development Use Permits) and Variance items may be appealed to the City Council within 5 business days of action. The Planning Commission's action on Tentative Subdivision items may be appealed to the City Council within 10 business days of action. Appeals of the Planning Commission's action must be made in writing on the form provided by the City and must be accompanied by a fee adopted by the City Council. Appeals of Planning Commission actions must be based on comments made known (either through written or verbal comment) at the Planning Commission Meeting. Please contact the Community Development Department for more information regarding appeals.

ACCESSABILITY: 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.

SUSANVILLE PLANNING COMMISSION: CHAIR PERSON: Wayne Jambois, COMMISSIONERS ~
Melanie Westbrook, Linda Robinette, Rod DeBoer and Jeremiah Sturgeon

AGENDA ITEM NO. 5.A
Action Item

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Ruth McElrath, Building & Planning Division

Action Date: April 12, 2022

SUBJECT: Receive and file minutes of the special November 30, 2021, and February 2, 2022, meetings.

PRESENTED BY: Ruth McElrath - Secretary

SUMMARY: Staff is presenting minutes from the special November 30, 2021, and February 2, 2022, meetings.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file minutes of the special November 30, 2021, and February 2, 2022, meetings.

ATTACHMENTS:
[P.C. 11.30.21 special meeting minutes.pdf](#)
[P.C. 2.4.22 special meeting minutes.pdf](#)

Susanville Planning Commission Minutes
Special Meeting
November 30, 2021

Call to order at 6:32 p.m.

Roll Call: Commissioner Sturgeon, Commissioner Robinette, Vice Chair Westbrook, and Chair Jambois. Absent: Commissioner DeBoer.

Staff present: Kelly Mumper, City Planner and Ruth McElrath, Building Permit Technician, and Cody Loflin, Code Enforcement Officer.

APPROVAL OF THE AGENDA: Motion by Commissioner Robinette, second by Vice Chair Westbrook, to approve the agenda. Motion carries: Ayes: Robinette, Westbrook, Sturgeon and Jambois. Absent: DeBoer.

BUSINESS FROM THE FLOOR: None

APPROVAL OF MINUTES: Motion by Commissioner Sturgeon, second by Vice Chair Westbrook to approve the Oct. 26, 2021, minutes. Motion carries: Ayes: Sturgeon, Westbrook, Robinette and Jambois. Absent: DeBoer.

NON-PUBLIC HEARING ITEMS: None.

PUBLIC HEARING ITEMS:

Consider adoption of Resolution 21-091 and approval of application VA 21-006 for a Variance to reduce the R-1 (Single Family Residential Zoning District) required front yard setback from 20 ft. to 12 ft. to accommodate a proposed covered porch entryway at 572 Lakewood Way. A.P.N. 103-023-013-000.

Public hearing opened at 6:35 p.m.

Mr. Mumper gave an overview of the request and explained the property lot size is approximately 8,000 square feet, surrounding zoning and land use designations are single family residential. As the environmental review officer, he has determined the project is exempt from CEQA, pursuant to section 15303.

The City Building Department requests that engineered building plans be provided for all project phases, the Fire Department requires compliance with all life and safety codes, and no comments were received from Police or Public Works Departments.

At this time, no written, verbal or in-person correspondence has been received for the project.

Mr. Mumper continued that when it comes to a variance, staff looks for a solid justification as to why the property owner feels it should be granted. If the Planning Commission

agrees that NST Engineering's narrative meets the intent of the code, it recommends approval of the variance. He also addressed condition number 5, which asks the applicant to comply with R-1 zoning.

The setbacks are in place so that homes don't encroach too far into the front yard and create a line of site safety issue for traffic coming onto Lakewood or the property owners backing out of their driveway. Based on his site analysis, Mr. Mumper said he didn't feel allowing the addition to the front yard setback was going to be a safety issue.

Referring to NST's narrative, he added the subdivision did have lesser standards at the time it was created, versus the new subdivision standards in place today.

A correction was made on page two of the adopting resolution to change wording from Use Permit to Variance.

Chair Jambois asked what was being done for the proper noticing of projects.

Mr. Mumper responded to comply with the Brown Act, legal counsel said notices could be published in the Modoc Record because it's the closest publication. In addition, property owners located within a 300-foot radius of the project were also notified.

There was general discussion regarding the project triggering curb, gutter and sidewalk requirements.

Mr. Hurd explained building a porch would help the neighborhood and he didn't think line of site was an issue.

Public hearing closed at 6:51 p.m.

Motion by Vice Chair Westbrook, second by Commissioner Sturgeon to approve Resolution 21-091 and approve VA 21006, motion carries. Ayes: Westbrook Sturgeon, Robinette and Jambois. Noes: None. Absent: DeBoer.

NON-PUBLIC HEARING ITEMS: None

CORRESPONDENCE: None

CITY ATTORNEY REPORT: None

COUNTY REFERRALS: None

COMMISSION ITEMS: The Commission held general discussion regarding the process of putting items on the agenda.

Commissioners also discussed safety concerns in the community including increased street lighting in areas around town, and parking and pedestrian safety on narrower streets.

Code Enforcement Officer Cody Loflin responded that the Chief of Police can issue an order to restrict parking within the City and those orders would go to the City Council for approval.

There was further discussion regarding property owners' responsibility to add curb, gutter and sidewalks.

Mr. Mumper stated the Public Works Director does have the potential discretion to waive that requirement.

ADJOURNMENT:

Motion by Commissioner Robinette, second by Vice Chair Westbrook to adjourn at 7 p.m.
Motion carries: Ayes: Robinette, Westbrook, Sturgeon, and Jambois. Absent: DeBoer.

Signed, Chair Linda Robinette

Respectfully submitted by,

Ruth McElrath, Building Permit Technician

Heidi Whitlock, City Clerk

Approved On:

Susanville Planning Commission Minutes
Special Meeting
February 2, 2022

Mayor Schuster called the meeting to order at 3 p.m.

Roll Call of Councilmembers Present: Thomas Herrera, Quincy McCourt, Kevin Stafford,, Brian Moore and Mendy Schuster.

Planning Commissioners Present: Chair Jambois, Vice Chair Westbrook, Commissioner Sturgeon and Commissioner DeBoer. Absent: Commissioner Robinette.

APPROVAL OF THE AGENDA: Motion by Councilmember Herrera, second by Councilmember Stafford to approve the agenda. Motion carries: Ayes: Herrera, Stafford, McCourt, Moore and Schuster. Noes: None

BUSINESS FROM THE FLOOR: None

New Business

Community Study Session (Joint Workshop) with City Council and Planning Commission Discussion Only

Brent Gibbons, Senior Project Manager of Mintier Harnish, provided an overview of the General Plan Update, specifically the Land Use and Circulation elements. He explained they want to make sure both elements are legally compliant and meet the community and Council's expectations moving forward the next 20 years.

The City's General Plan was last adopted in 1999 and serves as a blueprint that looks out 20 to 25 years. It focuses on different elements from land use, community development, housing, transportation, hazards and safety, conservation, and open space. The General Plan speaks to the community's vision, where it wants to go, how much change, if any, and lays out an implementation program, Mr. Gibbons explained.

He continued that when two or more elements are changed, the safety element must be updated. They are working with the City Planning Department, who is updating the element in house, to make sure the City is legally compliant. In addition, there are new state requirements, and as part of update, they will be reviewed to ensure the City meets the basic minimum regulations.

Mr. Gibbons explained the process of the update:

1. Project initiation
2. Assessment (document review, audit of the elements, land use evaluation)
3. Element preparation (element preparation, community workshop, joint study session)
4. CEQA Compliance (study)

5. Compliance and adoption (Planning Commission and City Council adoption, with project complete within an estimate one year.

He concluded his presentation by explaining how they were going to look at the Land Use element.

Jeff Schwein, of Green Dot, addressed the Circulation element. Mobility is changing and they want to make sure they address those changes and how people are getting around. COVID-19 has created mobility changes with people working from home and more outdoor recreation, and they will take that into consideration.

A new federal highway bill has been passed and is providing a substantial amount of funding. Mr. Schwein explained it is different than previous highway bills, which help rebuild roads and bridges. With the new bill, 73 percent of funding goes to forms of transportation other than cars. They will maintain the existing systems already in place but will also look at additional funding for alternative modes of transportation.

Mayor Schuster welcomed the Planning Commissioners and opened the floor for comments.

Commissioner Sturgeon shared concerns about pedestrian safety when crossing Main Street in the Uptown area.

Vice Chair Westbrook commented about the lack of sidewalks in older neighborhoods and people are walking in the street in areas that are only a car and a half wide. Sidewalks are hit and miss, depending on if a residence has been updated to the point it kicks in the addition of sidewalks. One residence will have a sidewalk in front of it, while the next one does not have one.

Chair Jambois said there can be roadblocks in dealing with Main Street as it is a state highway and Caltrans would be involved. He added pedestrian safety is also a concern on the lower end of Main St. where there are limited crosswalks.

Councilmember Herrera also addressed pedestrian safety and suggested there should be flashing signs and lighted pedestrian crosswalks. He continued there needs to be a connection with Lassen Community College with the possibility of utilizing electric bikes, and scooters, but there are no sidewalks.

Councilmember Stafford said he would like broadband brought to the community, connectivity from the River Trail to Fruit Grower's Park, and looking at the Sphere of Influence and some annexations including the Barry Creek Reservoir, which the City recently purchased.

Mayor Schuster added there isn't a backroad to the college or the hospital. If there were an emergency in that area, people couldn't get out.

Councilmember McCourt also addressed pedestrian safety. In addition, he stated there should be a theme to tie everything together. He also asked about adding an accountability tracking report in the General Plan.

Mr. Gibbons explained an accountability plan can be implemented through a list of implementation actions, however, it's not a general plan requirement.

In closing, he said they will conduct an audit of the entire General Plan, and they will review every single goal and indicate whether its worked, has been completed, is moving forward or is something that does not meet the community's expectations and create a more synthesized complete plan.

Motion by Councilmember Herrera, second by Councilmember Stafford to adjourn at 4:08 p.m. Motion carries. Ayes: Herrera, Stafford, McCourt, Moore, and Schuster.

ADJOURNMENT:

Signed, Chair Wayne Jambois

Respectfully submitted by,

Ruth McElrath, Building Permit Technician

Heidi Whitlock, City Clerk

Approved On:

AGENDA ITEM NO. 6.A
Public Hearing

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: April 12, 2022

SUBJECT: Consider approval of Resolution No. 22-1092, Use Permit application to allow for an Emergency Shelter that would permit up to 49 people with nightly sleeping accommodations in an existing commercial building in a C-2 General Commercial/Shopping Center zoning district.

PRESENTED BY: Kelly Mumper - City Planner

SUMMARY:

BACKGROUND:

The Planning Commission approved Use Permit #20-001 for Spare a Dime Inc. on March 10, 2020. The adopting/approving resolution (No. 20-1084) condition number (6) stated that the applicants were required to provide the Planning Commission with 6 month, 12, month, and 18 months progress report updates in regard to public health, safety, building code, fire code, and police service calls (if any). To date, condition number 6 from adopting Resolution No. 20-1084, has been fully satisfied.

This progress report represents the 2-year progress report/update. The applicant will provide the Planning Commission with a progress report at this meeting. In addition, members of the public are also allowed to provide comment on the current Use Permit (during the public hearing time provided). Finally, reports from City staff members have been provided. Specifically, a recent inspection of the building by the Susanville Fire Department, City Planner, and City Building Inspector has been included and was conducted on March 30, 2022. There have been zero complaints and calls for service regarding this Use Permit.

USE PERMIT UPDATES:

The applicants propose to replace all of the windows on the existing building in the summer of 2022.

The City of Susanville has been working with the applicant to address their current situation regarding their failing walk-in freezer which supplies the shelter and its patrons with daily meals. Subsequently, the City of Susanville submitted 3 applications to the California Department of Housing and Community Development's Community Development Block Grant - Coronavirus Relief (CDBG-CV). Of those 3 applications, the Public Services application, which identified a need within our community to provide aid in the ongoing battle with the Coronavirus, was to support the efforts in safe food bank storage for Crossroads which is located on Main Street in Susanville. City staff has met with Crossroads to identify their needs in response to COVID and the purchase of a walk-in freezer would allow Crossroads to store and preserve food receipts and increase the potential of future programs offered. This would be a one-time freezer purchase that Crossroads would maintain and utilize as necessary.

The grant funding for the new walk-in freezer has been awarded and city staff will be working with the applicant to coordinate the purchase, delivery, and installation of the new walk in freezer.

STAFF RECOMMENDATION:

Staff recommends approval of this Use Permit with the proposed adjusted conditions of approval outlined in Resolution No. 22-1092.

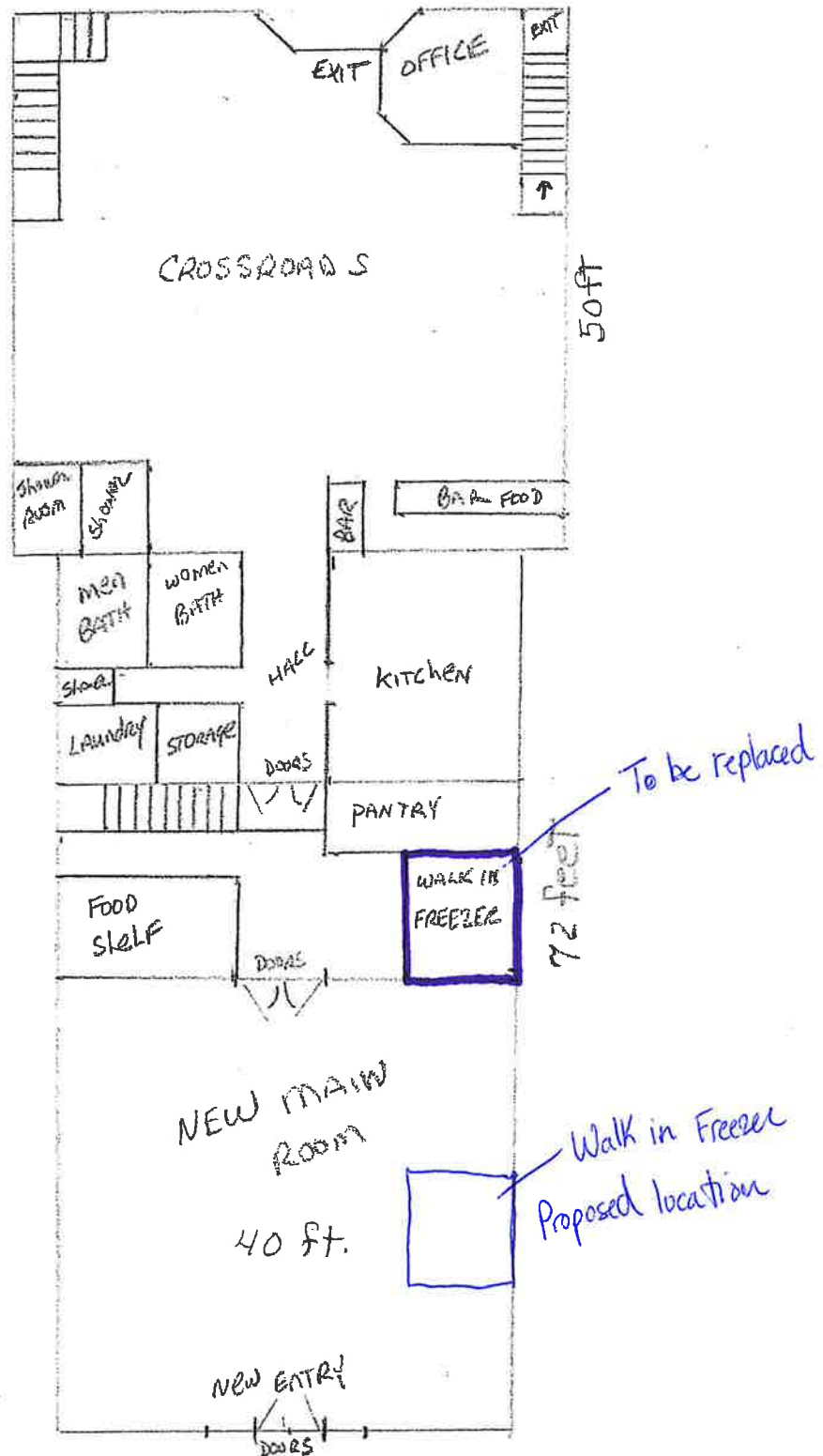
FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No. 22-1092

ATTACHMENTS:

[Crossroads Site Plan Exhibit A.pdf](#)
[22-1092 \(1\).pdf](#)

MAIN STREET



RESOLUTION NO. 22-1092
A RESOLUTION BY THE SUSANVILLE PLANNING COMMISSION
APPROVING A USE PERMIT TO PERMIT EMERGENCY SHELTER FOR
UP TO 49 PEOPLE FILE NUMBER (UP 20-001)

WHEREAS, Spare A Dime, Inc. (Crossroads Ministries), has submitted a Use Permit application to allow for an Emergency Shelter that would permit up to 49 people with nightly sleeping accommodations in an existing commercial building in a “C-2” General Commercial/Shopping Center zoning district); and

WHEREAS, the City of Susanville City Planner has determined that the project is exempt from the California Environmental Quality Act pursuant to section 15303(c); and

WHEREAS, the Susanville Planning Commission, at a public meeting held during its regular meeting of April 12, 2022, considered the written and verbal comments presented concerning the proposed project.

NOW, THEREFORE, BE IT RESOLVED that the City of Susanville Planning Commission hereby approves Use Permit 20-001 filed by Spare a Dime Inc. (Crossroads Ministries), to permit up to 49 people for emergency sheltering at 2410 Main Street based on the following findings of facts:

- A. That the proposed request is consistent with the C-2 zoning for the property and is consistent with the General Plan.
- B. That the establishment, maintenance, or operation of the subject use, building or facilities applied for will not, under the circumstances of the particular case, will be detrimental to the health, safety, morals or 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 and improvements in the neighborhood or the general welfare of the city.
- C. Comments from Fire, Public Works and Building note no concern if compliance with the Building and Fire codes are maintained.

BE IT FURTHER RESOLVED, the Planning Commission hereby approves Use Permit application No. 20-001 filed by Spare a Dime Inc. (Crossroads Ministries), to permit up to 49 people for emergency sheltering at 2410 Main Street subject to the terms, agreements, and conditions as follows:

- 1) Modifications to the project as approved will require an application for a new Use Permit.
- 2) The applicant shall provide any easements necessary to allow access to water, sewer, telephone, and electric connection points. All relocation or extension of utilities caused by the project shall be at the expense of the developer.
- 3) All new and relocated utility lines shall be placed underground.
- 4) For the purposes of assuring compliance, the applicants, agents, representatives, or their assignees agree not to deny or impede access to the subject property by City employees in the performance of their duties.
- 5) This permit is granted for the listed uses which are to be located as shown on the approved site plan labeled Exhibit “A”. Minor modifications may be approved by the City Planner. Any substantial revisions will either require an amendment to this permit or a new Use Permit.
- 6) The applicants will be required to provide the Planning Commission with a progress report at any special or regularly scheduled Planning Commission

Meeting, at the request of the Planning Commission or initiated by staff due to non-compliance with this use permit.

- 7) The total occupancy for the sleeping areas on the ground and second floor shall not be more than 49 combined, this includes the supervisory sleeping areas for employees and transitional housing patrons who reside on the second floor.
- 8) The annual unsheltered persons count "Point in Time Count" shall be the threshold for the allowed emergency shelter occupancy for the Use Permit which shall never exceed 39 people.
- 9) Any corrections or code violations identified by the Susanville Fire Department or City Building Official while conducting annual or special inspections shall be remedied within 30 days or less or otherwise determined by the City Planner or City Administrator.

The foregoing Resolution No. 22-1092 was adopted at a regular meeting of the Planning Commission of the City of Susanville, held on the 12th day of April 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: _____

Wayne Jambois, Chairperson
Planning Commission
City of Susanville, State of California

ATTEST: _____

Heidi Whitlock, City Clerk
Secretary to the Planning Commission