

SUSANVILLE PLANNING COMMISSION

Regular Planning Commission Meeting Minutes

TUESDAY, JUNE 28, 2022 – 6:30 PM

CALL TO ORDER: Chair Jambois calls meeting to order at 6:30 p.m.

ROLL CALL: Roll Call of Councilmembers Present: Linda Robinette, Melanie Westbrook, and Wayne Jambois. Absent: Rod DeBoer

1. **APPROVAL OF AGENDA:** Moved by Melanie Westbrook; seconded by Linda Robinette to approve the agenda as submitted.
Motion carried: 3-0
Voting For: Robinette, Westbrook, and Jambois.
Voting Against: None
Absent: DeBoer

2. BUSINESS FROM THE FLOOR:

3. CONSENT ITEMS:

3.A Receive and file minutes of the April 26, 2022, meeting minutes

[P.C. 4.26.22 min..pdf](#)

Moved by Linda Robinette; seconded by Melanie Westbrook to table the item to the July 12, 2022, meeting.

Motion carried: 3-0

Voting For: Robinette, Westbrook, and Jambois

Voting Against: None

Absent: DeBoer

3.B Receive and file minutes of the special May 12, 2022, meeting

[5.12.22 sp. meeting minutes .pdf](#)

Moved by Linda Robinette; seconded by Melanie Westbrook to approve the special May 12, 2022, minutes.

Motion carried: 3-0

Voting For: Robinette, Westbrook and Jambois

Voting Against: None

Absent: DeBoer

3.C Receive and file minutes from the May 24, 2022, meeting

[P.C. 5.24.22 minutes.pdf](#)

Moved by Linda Robinette; seconded by Melanie Westbrook to table the item to the July 12, 2022, meeting.

Motion carried: 3-0

Voting For: Robinette, Westbrook and Jambois

Voting Against: None

Absent: DeBoer

4. PUBLIC HEARINGS:

4.A USE PERMIT #2022-008, Burger King

Adopt Resolution No. 22-1109

Mr. Mumper explained if the Architectural Review was approved, the new Use Permit would allow façade, sign changes, a new painting scheme, and drive-thru configuration at the existing Burger King at 1520 Main St.

He gave an overview of the property's zoning, neighboring property, and general land use. The environmental review is exempt per 15332 of the CEQA guidelines addressing infill projects. The City Building Official requires building permits be submitted for permittable work, and Public Works states the existing curb, gutter and sidewalk may need to be replaced, based on the project valuation.

Mr. Mumper gave a history of the site, explaining the Planning Commission approved the original development in 1985. A new architectural and site plan review was done in 2013. The new project proposes the removal and replacement of existing signage, new parapet sanctions, and painting.

The Planning Commission was also being asked to consider granting a parking exception, which is codified in the Susanville Municipal Code and empowers the Planning Commission to provide a waiver should an applicant not meet parking standards. The code requires one parking space for every 50 square feet of floor area for a drive-thru restaurant. This site was approved with inadequate parking in 1985, as it would technically be required to have 59 spaces. There are 27 existing spaces, and they will be losing five.

The proposed changes will have positive impacts on the operational characteristics of the use on the property. Proposed changes are to maintain the corporate look of the restaurant chain. The proposed colors are in keeping with the City guidelines - building colors shall be used to establish continuity within the neighborhood without creating autonomy. Building colors should be used to enhance the character of the environment and not used to compete for attention with other buildings. The use of subdued shades for the primary color is encouraged, while brighter intense shades should be used for trim and details.

Mr. Mumper provided an overview of the proposed work. He explained there are minor changes to the landscaping due to the loss of a vegetation median, but the new configuration does propose landscaping within islands. There are no changes to the property lines and setbacks. There are slight changes to the water quality and drainage because of the new drive-thru configuration, but the impacts are considered insignificant.

There was general discussion regarding building colors.

Mr. Mumper stated the Planning Commission can ask for changes, and the applicant can be receptive or not based on the fact there isn't enough in the code to enforce it.

Chair Jambois said he thought this was a great project, and he thinks staff made wise decisions about accommodating the needs of the Burger King owners to come up with something that will be an asset to the community.

Public hearing closed at 6:56 p.m.

[Staff Report.docx](#)

[Site Plan-Elevations.pdf](#)

[PC Res Approve 22-1109.docx](#)

Moved by Linda Robinette; seconded by Melanie Westbrook to approve Resolution 22-1109

Motion Carried: 3- 0

Voting For: Robinette, Westbrook and Jambois.

Voting Against: None

Absent: DeBoer

5. NEW BUSINESS:

- 5.A The City of Susanville Planning Commission has requested to change the regularly scheduled Planning Commission monthly meeting times from 6:30 P.M. to 5:30 P.M.

Adopt Resolution No. 22-1110

Mr. Mumper stated at the request of the Commission, staff is bringing forth a resolution to change the meeting time from 5:30 p.m. to 6:30 p.m.

[Resolution 22-1110 Meeting Time Change.docx](#)

Moved by Linda Robinette; seconded by Melanie Westbrook to approve Resolution 22-1110.

Motion Carried: 3- 0

Voting For: Robinette, Westbrook and Jambois.

Voting Against: None

Absent: DeBoer

- 5.B Consider Resolution No. 22-1111 Nuisance Abatement Order Amendment

Approve Resolution No. 22-1111 approving the addition of "Amendment #1" to 10 Nuisance Abatement Orders issued at the meetings of April 26, May 12, and May 24, and authorizing the Chairperson to sign each order.

Mr. Loflin explained that during the regular Planning Commission meetings on April 26, May 24 and a special May 12 meeting, the Commission considered issuance of Nuisance Abatement Orders affecting multiple properties within the City of Susanville. Planning Commission Resolutions No. 22-1094, 22-10955, 22-1096, 22-1098, 22-1099, 22-1100, 22-1102, 22-1105, 22-1106 were adopted which authorized the approval of the issuance of Nuisance Abatement Orders.

He continued explaining that a question arose regarding the ability to appeal a Nuisance Abatement Order and how long an individual had to cause such an appeal. He cited Susanville Municipal Code Section 8.32.160, which addresses the appeal process. Due to the ambiguous nature, staff contacted the contracted City attorney, who provided direction to establish an appeals period of 21 days. This appeals period would be consistent with other administrative functions of the City of Susanville.

In the interest of justice, staff is recommending the addition of "Amendment #1, which provides the appeals language. An additional 21 days will be added to the compliance deadline

established by the Planning Commission for each Nuisance Abatement Order for the Planning Commission resolutions.

Vice Chair Westbrook asked if this would table the matter again.

Mr. Loflin responded it will be affecting something that is already done. Commissioner Robinette said she agreed it was ambiguous and they needed to be fair. We are talking a significant amount of money and they needed to let people know they have 21 days to get their stuff together, so they aren't faced with additional penalties. This is appropriate and necessary.

[Planning Commission Resolution 22-1111.docx](#)

[63 South Weatherlow Street Amendment 1.pdf](#)

[67 South Weatherlow Street Amendment 1.pdf](#)

[1540 Main Street Amendment 1.pdf](#)

[201 Alexander Avenue Amendment 1.pdf](#)

[17 Orange Street Amendment 1.pdf](#)

[765 Shasta Street Amendment 1.pdf](#)

[830 Main Street Amendment 1.pdf](#)

[10 Santa Paula Street Amendement 1.pdf](#)

[509 Woodside Way Amendment 1.pdf](#)

[1502 Cornell Street Amendment 1.pdf](#)

Moved by Vice Chair Westbrook; seconded by Commissioner Robinette to approve

Resolution 22-1111

Motion Carried: 3- 0

Voting For: Westbrook, Robinette and Jambois

Voting Against: None

Absent: DeBoer

6. CORRESPONDENCE: NONE

7. COUNTY REFERRALS: NONE

Chair Jambois thanked Commissioner Robinette for her years of service on the Commission. She has been a terrific asset and she will be missed. The next Commissioner will have big shoes to fill.

He added he also received a comment from a neighbor who was ecstatic the City was doing something about Code Enforcement.

8. ADJOURNMENT: Moved by Westbrook second, by Robinette to adjourn at 7:12 p.m. Motion carries.

Motion Carried: 3- 0

Voting For: Linda Robinette, Melanie Westbrook and Wayne Jambois

Voting Against: None
Absent: Rod DeBoer

Signed, Chair Wayne Jambois

Ruth McElrath, Building Permit Technician

Heidi Whitlock, City Clerk

Approved On: August 9, 2022