

SUSANVILLE PLANNING COMMISSION

Regular Planning Commission Meeting Minutes

TUESDAY, DECEMBER 13, 2022 – 5:30 PM

CALL TO ORDER: Meeting called to order at 5:30 p.m.

Roll Call of Councilmembers Present: Rod DeBoer, Tony Ardito, Wayne Jambois, James Merchant and Melanie Westbrook.

1. **APPROVAL OF AGENDA:** Moved by Wayne Jambois, seconded by James Merchant to approve the agenda.
Motion Carried: 5- 0
Voting For: Jambois, Merchant, DeBoer, Ardito, and Westbrook
Voting Against: None

2. **BUSINESS FROM THE FLOOR:** None

3. **CONSENT ITEMS:**

3.A Receive and file minutes of the October 25, 2022, meeting.

[P.C. 10.25.22 min.pdf](#)

Moved by James Merchant; seconded by Rod DeBoer to approve the minutes.

Motion Carried: 5-0

Voting For: Merchant, DeBoer, Ardito, Jambois and Westbrook

Voting Against: None

4. **PUBLIC HEARINGS:**

4.A *City of Susanville General Plan 1990-2010, Land Use Assessment Report.*

Recommend to City Council for consideration.

Mr. Mumper explained the City is under contract with Mintier-Harnish and Greendot Transportation for consulting services for a Land Use Element Update, and a Circulation Element Update. Staff is presenting the draft Land Use Assessment report. He continued that it is important to keep in mind it is a hypothetical snapshot of what could happen should the City initiate annexations or if private land owners come to the City to initiate annexations. If this was a document proposing annexations, there would be a massive environmental impact report accompanying it.

Displaying a map on the screen, Mr. Mumper showed the current sphere of influence, the City limit line and a map of what it would look like if the City expanded. He explained there is an array of land use designations in the existing General Plan and the consultants have used a digital modeling program, Urban Footprint, which takes in data from the General Plan, current policies, acreage allowances, and projects a percentage of increased population. It also gives a snapshot of what the workforce could look like should those zoning districts be designated and annexed in the future.

Proposed growth is easterly, and in the northeast, there is a specialized planning area related to housing, should the City receive an influx of industry, stated Mr. Mumper.

He explained existing conditions are 92 percent single family homes and 8 percent manufactured homes. The growth scenario shows a slight dip in single family homes due to more multi-family being proposed, and an increase in manufactured homes. The employment capacity is significant, but merely a snapshot if every single parcel is built out to its potential. The proposed employment capacity jumps from 5,000 to 37,000 and a population would tentatively increase from 8,700 to almost 26,000.

The high fire severity zones are increasing in Lassen County and Susanville, which will put more of that infrastructure in the danger zone, but that is to be expected, stated Mr. Mumper. The State will be releasing a new map and it will shift the line significantly westward toward the middle of the City. It also increases the populations in the flood zone. Mr. Mumper said the Planning/Building Department does have procedures in place to address development in those flood zones.

The travel modes are adjusted a bit due to proposed hypothetical expansion, Mr. Mumper stated. Due to that growth, the public transit does drop a little bit, as does the bike score.

He continued that between the City and County there is a low stock of industrial/light industrial and turnkey infrastructure in those existing zoning. It's only in our best interest to double or triple that capacity. The document, while it's not specifically annexing parcels, it's going to be accompanied with the general plan so that developers can see we have the foresight to have the soft update to prepare for a massive overhaul down the road and will show we are open for business.

Commissioner Ardito asked if anything in the report addressed water treatment.

Mr. Mumper responded that will be in the circulation assessment.

He concluded his report stating a recommendation to the City Council is not taking permanent action.

Public hearing opened at 5:45 p.m.

Jim McCarthy, public member, suggested resurrecting infill projects that already have water and sewer services.

Public hearing closed at 5:49 p.m.

[SGPU_Land Use Assessment Report_Revised Draft_2022 10 12 MG.pdf Resolution 22-1123.docx](#)

[Land Use Element Assessment Report- Staff Report.docx](#)

Moved by James Merchant; seconded by Wayne Jambois to adopt Resolution 22-1123.

Motion Carried: 5-0

Voting For: Merchant, Jambois, Ardito, DeBoer and Westbrook

Voting Against: None

4.B Susanville Indian Housing Authority (SIRHA) Use Permit, Architectural, and Site Plan Review to allow a four-plex and duplex housing project.

Adopt Resolution No. 22-1122

Mr. Mumper explained the project is a Use permit and Architectural/Site Plan review for a four plex and duplex housing project. The parcel is vacant and was currently assigned an address of 960 Paiute Ln. A use permit is required because a four-plex is being proposed in R3 zoning, a tri-plex would negate a use permit.

The project is environmentally categorically exempt as it is considered an infill project and satisfies 15332 for CEQA. Mr. Mumper showed the elevations, architectural features and design. The project proposes increasing multi-family stock, and he was impressed with the proposed landscaping. The two story four-plex fronts Paiute, and the duplex sits in the rear of the property. Given the topography of the parcel, there is a considerable slope so there will be grading and cutting that will take place. After thorough review, the proposed project has adequate landscaping and parking, meets setbacks and coincides with general plan policies. Paiute Lane is predominantly R3 zoning, a group that has been starving for development, Mr. Mumper said.

If approved, there will be subsequent comments from the Fire and Building departments. The project was submitted under 2019 Building Code cycle, said Mr. Mumper.

He added it is important to note six-foot zone wall to provide screening for the neighbors so their quality of life can be preserved as well.

Public hearing opened at 5:55 p.m.

Mary Loflin, public member, said she and her husband live at 940 Washo Lane. They are concerned about the road as it dead ends at their property, and about 100 feet of it is a non-standard sized road. The City does not maintain it and they do all the maintenance on it. She asked that the road not be used for ingress/egress for the proposed housing units.

Mr. Mumper replied staff hasn't received comments from other departments regarding secondary access on that street, and typically you would find those requirements on subdivisions. Without the fire chief being in attendance, he couldn't speak 100 percent to it.

Jean Marinoni, public member, said she owns the apartment complex adjacent to the property. She commented it seems like a small parcel for that much building and wanted to make sure it doesn't come too close to the property line. She also wanted to make sure there was good fire access to the property, and asked about whether an environmental report is needed, because she was required to do one for her building.

Mr. Mumper responded it is considered an infill development project, which is exempt from environmental review pursuant to CEQA when it's a parcel five acres or less in existing city limits. Regarding the setbacks, Mr. Mumper explained the entirety of Paiute is pre-Subdivision Map Act so you won't find 20 front yard setbacks. Everyone is enjoying 15 feet setbacks on Paiute Lane, which is reflected here. City staff also shows the line on where the building footprint and setbacks are.

Phil Bush, project manager, said this is only partial of what is being proposed as there are two additional duplexes being built across the street. He voiced support for the project and its entirety. When they purchased the property, they did a lot line adjustment to create one lot for this project. The project addresses affordable housing needs for low-income SIRHA tribal members. It complies with the general plan and helps housing density for low-income families.

He added an environmental review was done on the National Environmental Policy Act (NEPA), and there were no findings of significant impact.

Ms. Loflin asked if it's going to be section 8 housing.

Mr. Bush responded no. He explained the requirement is what the Housing of Urban Development classifies as low income, which is 80 percent of the county median income or national. In this case, the national is considerably higher than Lassen County and then they take 10 percent of any over income as well. We want a diverse income.

Public hearing closed at 6:04 p.m.

[Fourplex PCSR.docx](#)

[103-061-063-000 APN Map.pdf](#)

[Res No. 22-1122.docx](#)

[960 Paiute Lane Site Plan and Elevations.pdf](#)

Moved by James Merchant; seconded by Rod DeBoer to approve Use Permit and Architectural/Site Plan Review and adopting Resolution 22-1122

Motion Carried: 5-0

Voting For: James Merchant, Rod DeBoer, Tony Ardito, Wayne Jambois and Melanie Westbrook.

Voting Against: None

4.C Nuisance Abatement Order Update for 560 Hospital Lane

Conduct public hearing and set matter for subsequent meeting for the assessment of administrative penalty.

Mr. Loflin explained the Planning Commission met July 12, 2022, to discuss the matter and consider the issuance of a Nuisance Abatement order, which was granted. After hearing written testimony from the property owner's legal counsel and consideration of staff's report and public comment the Planning Commission provided written findings into the fact that the site of the former Lassen Community Hospital is a public nuisance and shall be abated.

Mr. Loflin reported the order has not been followed and that Central Hotel Trust is in violation of said order. Demolition of the annex was completed, but there has been no further attempts at doing any work. There has also been no further communication from Central Hotel Trust.

The old building is still there and open. During a site visit he found more windows have been breached, more plywood has been removed and all doors are open.

He continued that one of the items on the order was the assessment of a civil penalty of \$500 per day to a maximum of \$10,000. Staff is providing due diligence and providing due process rights for the property owners to be given the information so they understand we aren't attempting to be punitive, but following the code in the next process.

The recommendation is to set a public hearing for the assessment of \$10,000 at either the Dec. 27, or Jan. 10, 2023 meetings.

Commission approves holding a public hearing during the Jan. 10, 2023, meeting.

Chair Westbrook asked what will happen after the assessment and still nothing is done.

Mr. Loflin responded the City can still abate the property. One of the conditions in the order is if the property owner does not comply or abate, then the City may, with its own forces or contracting out, may abate the situation. It is under the jurisdiction of the Planning Commission for a full year.

Commissioner Ardito confirmed that there has been no communication with owners.

Mr. Loflin confirmed and replied he has not heard from them since August.

Vice Chair Merchant commented that it's very frustrating. He was hopeful in the summer when they were knocking down the old annex building that they were moving on it. Here we are with snow, and it's not fixed. Let's keep it moving.

Public hearing opened at 6:12 p.m.

Mr. McCarthy stated at the last City Council meeting they were discussing good uses for funding the City has. He suggested some of the funds be used as a back-up for abating these properties. This would establish a workable line of funding so when the property is abated and has better value, a good-sized lien can be put on it and the City can end up owning and controlling the property.

Public hearing closed at 6:13 p.m.

[560 Hospital Lane - Staff Report - Dec 13.docx](#)

[560 Hospital Lane Nuisance Abatement Order.pdf](#)

Commission agrees to set matter for subsequent meeting for assessment of administrative penalty.

4.D Nuisance Abatement Order Update for 1705 Main Street

Conduct public hearing and set matter for subsequent meeting for the assessment of administrative penalty.

Mr. Loflin explained the matter was addressed on July 12, 2022, for issuance of a nuisance abatement order. Shortly after the issuance, the owner began working on a room damaged by a traffic collision without a building permit. The Building Official advised him to stop work until he received a permit which he did after the fact. A violation was not issued at that moment, but the owner was advised he needs to comply. There were also conditions that a progress report needed to be done at 60 and 90 days.

On Oct. 9, 2022, multiple complaints were received regarding demolition of a sign, and it was very hazardous. There was no safety equipment or warnings for traffic and pedestrians, Mr. Loflin explained.

Mr. Loflin stated staff has not received an engineer report, which was required as part of the nuisance abatement order. The sign was demolished without a permit being secured first, although one was secured afterward. Any efforts that have been done have been mostly cosmetic. There has been no communication, and we have to move forward as there have been multiple violations of this order. In addition, no use permit application multi-family housing has been received.

Mr. Loflin said the recommendation is to set a public hearing for Jan. 10.

Commissioner Ardito asked if anyone is living in the building.

Mr. Loflin responded he believes Mr. Kim is still there but is unsure if anyone else living there. Due to the letter of the law interpretation, no one should be living there including Mr. Kim, but he would defer to the Building Official for verification.

There was general discussion regarding what permits have been pulled.

Vice Chair Merchant commented it's disappointing this is the second time we are having this conversation, that work is being done without permits. It's very much like kicking the can down the road and we now need to take the next steps. We were very cordial when he came here and tried to accommodate the situation, but we are still at the same point.

As stated earlier, Mr. Mumper said staff will be moving forward with the violations, but we wanted to reiterate how the process works.

Vice Chair Merchant thanked staff for doing its due diligence, this is very thorough and the next steps can confidently be taken.

Public hearing opened at 6:24 p.m.

Mr. McCarthy commented about the lack of safety measures taken when the sign was demolished. This project would fit into the idea of going ahead and abating a project as a first test case as to how we can do this.

Public hearing closed at 6:24 p.m.

[1705 Main Street - Staff Report - Dec 13.docx](#)

[1705 Main Street Nuisance Abatement Order.pdf](#)

Commission agrees to set matter for subsequent meeting for assessment of administrative penalty.

5. NEW BUSINESS:

5.A Architectural and Site Plan Review-AR#22-010, Susanville Indian Rancheria Housing Authority Duplex Project.

Adopt Resolution No. 22-1121.

Mr. Mumper explained the item does not require a public hearing, because the duplex being proposed is allowed by right. He continued that he made a minor adjustment as to parcel size as it is a .278 parcel, but 2/3 is being developed at this time.

The initial analysis is categorically exempt per CEQA section 15332. Surrounding zoning is predominantly R-3 with R-1 to the east.

Mr. Mumper explained he assigned the parcel an address, as he works with the post master in Sacramento, and buildings are assigned numbers, not letters.

It is a similar design to the duplex from the project, it's one project. In addition, both projects bring curb, gutter and sidewalk along. Have a jack and jill duplex for senior housing. Project staff is in favor for.

The Commission is voting on the design and site plan and it is staff's recommendation to adopt.

Chair Westbrook asked if it's on the City's purview to fix the corner on Paiute.

Bob Godman, Public Works Director, explained there is money left over from a previous project, and Paiute is on the list to be redone with that money.

[2 Duplexes PCSR.docx](#)

[Resolution No. 22-1121.docx](#)

[103-061-064-000 APN Map.pdf](#)

[985 Paiute Site Plan and Elevations.pdf](#)

Moved by Wayne Jambois; seconded by Rod DeBoer to approve Architectural/Site Plan review and adopt resolution 22-1121.

Motion Carried: 5- 0

Voting For: Jambois, DeBoer, Ardito, Merchant and Westbrook.

Voting Against: None

6. CORRESPONDENCE: None.

7. COUNTY REFERRALS: None

Staff and Commission held general discussion about cancelling the December 27, 2022, meeting and resuming at the regular Jan. 10, 2023 meeting.

8. ADJOURNMENT: Motion by James Merchant, seconded by Wayne Jambois to adjourn meeting at 6:33 p.m. Motion carries.

Signed, Chair Melanie Westbrook

Respectfully submitted by:

Ruth McElrath, Building Permit Technician

Heidi Whitlock, City Clerk

Approved On: January 10, 2023