

SUSANVILLE PLANNING COMMISSION
Regular Planning Commission Meeting Minutes
TUESDAY, MAY 23, 2023 – 5:30 PM

Meeting called to order at 5:30 p.m. by Chair Westbrook

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

1. APPROVAL OF AGENDA:

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

Motion Carried: 3 - 0

Voting For: Rod DeBoer, Melanie Westbrook, James Merchant

Voting Against: None

2. BUSINESS FROM THE FLOOR:

Mayor McCourt, spoke on the Susanville Click & Fix App as a method to implement code enforcement activities. He continued to note an encouragement to the community to abate prior to city staff reaching out and engaging.

3. CONSENT ITEMS:

3.A Receive and file minutes of the April 25, 2023, meeting

[PC 4.25.23 min..pdf](#)

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

Motion Carried: 3- 0

Voting For: Rod DeBoer, Melanie Westbrook, James Merchant

Voting Against: None

4. PUBLIC HEARINGS:

4.A Variance #2023-003, TOM WARD. The applicant is requesting a Variance from the required rear yard setback in an R-1 Zoning District to construct a 20' by 40', (800) square foot detached garage.

Consider Approving and Disapproving Resolution No. 23-1138

At 5:39 P.M. Public Hearing Opened

City Planner, Kelly Mumper introduced Variance #2023-003, reviewed attachments included in the agenda and provided further details to the Commission.

Discussion occurred among Commissioners reviewing options.

Jesse Williams, Williams Concrete (member of the public) provided information about the constructed 20' by 40' detached garage pad.

Tom Ward, property owner (member of the public) spoke on behalf of the process of the carport project and the intention of the pad.

Mayor McCourt, (member of the public) inquired about the plans and spec submitted and reviewed by the city.

Public Hearing Closed at 6:02 P.M.

[Approving Resolution Final.doc](#)
[Dissapproving Resolution.doc](#)
[VA#2023-003 Staff Report.docx](#)
[Garage Elevation.pdf](#)
[Variance Application.pdf](#)
[VA #2023-003 Site Plan-WARD.pdf](#)
[Applicant Site Photo.pdf](#)
[1.jpg](#)
[2.jpg](#)
[3.jpg](#)
[4.jpg](#)
[5.jpg](#)
[6.jpg](#)

Moved by James Merchant; seconded by Rod DeBoer to approve Resolution 23-1138.

Motion Carried: 3- 0

Voting For: Rod DeBoer, Melanie Westbrook, James Merchant

Voting Against: None

4.B Conduct Public Hearing on AV2023-001 and Consider **Resolution No. 23-1139** determining the responsible party of a 1977 Winnebago and the subsequent summary abatement of said vehicle from upon the 800 Block of Cypress Street.

- Conduct public hearing and make findings into whom is responsible for the abatement of the recreational vehicle, and;
- Motion to approve **Resolution No. 23-1139** determining the responsible party of a 1977 Winnebago and the subsequent summary abatement of said vehicle from upon the 800 Block of Cypress Street.

Public Hearing Opened at 6:02 P.M.

Cody Loflin, Code Enforcement Officer provided a presentation summarizing abatement efforts of the motorhome located on the 800 block of Cypress Street and provided cost of abatement for the Commission.

Discussion occurred about the motorhome ownership liability in relation to this abatement.

Property Owners (member of the public) thanked Code Enforcement Officer for working with

him and provided information about the Winnebago and provided history on the events that have taken place.

Public Hearing Closed at 6:18 P.M.

[Resolution 23-1139](#)

[Abandoned Vehicle Abatement Order AV2023-001](#)

Moved by Rod DeBoer; seconded by James Merchant to approve Resolution No. 23-1139 determining the responsible party identified as William Valentine as the responsible party and the cost incurred by the city to be recovered is \$927.36.

Motion Carried: 3- 0

Voting For: Rod DeBoer, Melanie Westbrook, James Merchant

Voting Against: None

- 4.C Conduct Public Hearing on AV2023-002 and Consider **Resolution No. 23-1140** determining the responsible party of a 2001 GMC Safari Van abandoned upon private property on parcel assigned APN 103-316-005-000 and the authorization to the City of Susanville to abate said abandoned vehicle.

- Conduct public hearing and make findings into whom is responsible for the abatement of the abandoned 2001 GMC Safari, and;
- Motion to approve **Resolution No. 23-1140** determining the responsible party of a 2001 GMC Safari Van abandoned upon private property on parcel assigned APN 103-316-005-000 and the authorization to the City of Susanville to abate said abandoned vehicle.

Public Hearing opened at 6:24 P.M.

Cody Loflin, Code Enforcement Officer provided a presentation to the commission detailing the abandoned vehicle and abatement efforts completed by city staff.

Discussion occurred among the commission regarding ownership of the vehicle and efforts to reach out to the involved parties.

Public Hearing Closed at 6:33 P.M.

[Resolution 23-1140](#)

[Abandoned Vehicle Abatement Order AV2023-002](#)

Moved by James Merchant; seconded by Rod DeBoer to approve Resolution 23-1140 determining the responsible party to be the landowner of APN 103-316-005-000. Motion Carried: 3- 0

Voting For: Rod DeBoer, Melanie Westbrook, James Merchant

Voting Against: None

- 4.D Conduct Public Hearing on AV2023-003 and Consider **Resolution No. 23-1141** determining the responsible party of abandoned vehicles and abandoned vehicle parts and authorization for the abatement of said vehicle and said vehicle parts from 325 North Weatherlow Street.

Conduct public hearing and make findings into whom is responsible for the abatement of the abandoned of abandoned vehicles and abandoned vehicle parts, and;

- Motion to approve **Resolution No. 23-1141** determining the responsible party of abandoned vehicles and abandoned vehicle parts and authorization for the abatement of said vehicle and said vehicle parts from 325 North Weatherlow Street.

Public Hearing Opened at 6:34 P.M.

Cody Enforcement Officer, Cody Loflin provided a presentation on 325 N. Weatherlow Street and abatement efforts to the Commission.

Discussion occurred among the commission about history of property ownership.

Public Hearing Closed at 6:40 P.M.

[Resolution 23-1141](#)

[Abandoned Vehicle Abatement Order AV2023-003](#)

Moved by Rod DeBoer; seconded by Melanie Westbrook to approve Resolution 23-1141.

Motion Carried: 3- 0

Voting For: Rod DeBoer, Melanie Westbrook, James Merchant

Voting Against: None

- 4.E Conduct Public Hearing on AV2023-004 and Consider **Resolution No. 23-1142** determining the responsible party of an abandoned 1991 Dodge Van and authorization for the abatement of said vehicle from 105 Laverne Avenue.

- Conduct public hearing and make findings into whom is responsible for the abatement of the abandoned 1991 Dodge Van, and;
- Motion to approve **Resolution No. 23-1142** determining the responsible party of an abandoned 1991 Dodge Van and authorization for the abatement of said vehicle from 105 Laverne Avenue.

Public Hearing Opened at 6:40 P.M.

Cody Loflin, Code Enforcement Officer provided a presentation to the Commission detailing abatement efforts regarding the abandoned vehicle at 105 Laverne Avenue.

Discussion occurred about the location of the van and ownership of the van.

Public Hearing Closed at 6:43 P.M.

[Resolution 23-1142](#)

[Abandoned Vehicle Abatement Order AV2023-004](#)

Moved by James Merchant; seconded by Rod DeBoer to Approve responsible party being the property owner of 105 Laverne Ave in which the 1991 Dodge Van is located. Motion Carried: 3- 0

Voting For: Rod DeBoer, Melanie Westbrook, James Merchant

Voting Against: None

- 4.F Conduct Public Hearing on AV2023-005 and Consider **Resolution No. 23-1143** determining the responsible party of an abandoned 2001 Toyota Camry Solara and authorization for the

abatement of said vehicle from 10 Santa Paula Street.

- Conduct public hearing and make findings into whom is responsible for the abatement of the abandoned 2001 Toyota Camry Solara, and;
- Motion to approve **Resolution No. 23-1143** determining the responsible party of an abandoned 2001 Toyota Camry Solara and authorization for the abatement of said vehicle from 10 Santa Paula Street.

Public Hearing Opened at 6:46 P.M.

Cody Loflin, Code Enforcement Officer provided information to the Commission about the abatement efforts for the vehicle located at 10 Santa Paula Street. The removal of the vehicle is being proposed to be included in the City Council approved abatement costs at 10 Santa Paula Street.

Public Hearing Closed at 6:49 P.M.

[Resolution 23-1143](#)

[Abandoned Vehicle Abatement Order AV2023-005](#)

Moved by Rod DeBoer; seconded by James Merchant to Approve Identifying the responsible party to be the landowner of 10 Santa Paula Street. Motion Carried: 3- 0

Voting For: Rod DeBoer, Melanie Westbrook, James Merchant

Voting Against: None

- 4.G Conduct Public Hearing on AV2023-006 and Consider **Resolution No. 23-1144** ordering the abatement and removal of an inoperable 2004 Hyundai Sonata GLS from 316 Pardee Avenue Conduct Public Hearing and provide a motion to approve **Resolution No. 23-1144** determining ordering the abatement and removal of an inoperable 2004 Hyundai Sonata GLS from 316 Pardee Avenue

Tabled

[Resolution 23-1144](#)

[Abandoned Vehicle Abatement Order AV2023-006](#)

- 4.H Conduct Public Hearing on CE2023-045 and Consider **Resolution No. 23-1152** approving the issuance of a Dangerous Building Abatement Order DB2023-001 for a fire damaged garage at 316 Pardee Avenue.

Motion to approve **Resolution No. 23-1152** approving the issuance of a Dangerous Building Abatement Order for a fire damaged garage at 316 Pardee Avenue.

Tabled

[Resolution 23-1152](#)

[Dangerous Building Abatement Order DB2023-001](#)

5. NEW BUSINESS:

None

6. **CORRESPONDENCE:** None

7. **COUNTY REFERRALS:** None.

8. **ADJOURNMENT:**

Moved by Rod DeBoer; seconded by James Merchant to adjourn at 6:50 P.M.

Motion Carried: 3 - 0

Voting For: Rod DeBoer, Melanie Westbrook, James Merchant

Voting Against: None

Signed, Chair Melanie Westbrook

Respectfully submitted by,

Ruth McElrath, Building Permit Technician

Heidi Whitlock, City Clerk

Approved On: June 13, 2023