
CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA
Melanie Westbrook, Chair
James Merchant, Vice Chair
Tony Ardito • Wayne Jambois • Rod DeBoer

Susanville Planning Commission
**Regular Planning Commission Meeting • City Council Chambers 66
N. Lassen Street, Susanville, CA 96130**
Tuesday, September 12, 2023 - 5:30 PM

**CALL TO ORDER
ROLL CALL**

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*
2. **BUSINESS FROM THE FLOOR:** *Any person may address the Commission at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City of Susanville Planning Commission. 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.*
3. **CONSENT ITEMS:** *All matters listed under the Consent Calendar are considered to be routine by the Planning Commission. There will be no separate discussion on these items. Any member of the public or the Planning Commission may request removal of an item from the Consent Calendar to be considered separately.*
 - 3.A Receive and approve minutes from the August 8, 2023, meeting
4. **PUBLIC HEARINGS: NONE**
5. **NEW BUSINESS:**
 - 5.A Consider Resolution No. 23-1163 canceling the assessment of civil penalties in the amount of \$10,000 against Lloyd T. Harvey.
 - 5.B Discussion regarding upcoming state mandated ordinances related to housing projects and accessory dwelling units.
 - 5.C Discussion regarding the Susanville Planning Commission's assignment as other various boards and commissions for the City of Susanville.
6. **CORRESPONDENCE: NONE**
7. **COUNTY REFERRALS: NONE**
8. **ADJOURNMENT:** **The next regular meeting of the Susanville Planning Commission will be held on September 26, 2023 at 5:30PM.*

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, 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, Ruth McElrath, certify that I caused to be posted notice of the regular meeting scheduled for Tuesday, Sept. 12, 2023 in the areas designated on **September 8, 2023**.*

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.

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Ruth McElrath, Building & Planning Division

Action Date: September 12, 2023

SUBJECT: Receive and approve minutes from the August 8, 2023, meeting

PRESENTED BY: Ruth McElrath, Building Permit Technician

SUMMARY: Staff is presenting minutes from the August 8, 2023 meeting

FISCAL IMPACT: None

ACTION REQUESTED: Receive and approve minutes from the August 8, 2023, meeting

ATTACHMENTS:
[PC Min. 8.8.23.pdf](#)

SUSANVILLE PLANNING COMMISSION
Regular Planning Commission Meeting Minutes
TUESDAY, AUGUST 8, 2023 – 5:30 PM

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

ROLL CALL: Rod DeBoer, Tony Ardito, James Merchant, and Melanie Westbrook. Absent: Wayne Jambois

APPROVAL OF AGENDA

Moved by James Merchant, seconded by Tony Ardito to approve the agenda as submitted.

Motion Carried: 4-0

Voting For: Merchant, Ardito, DeBoer and Westbrook

Voting Against: None

2. BUSINESS FROM THE FLOOR: None

3. CONSENT ITEMS:

3.A Receive and file minutes from the July 11, 2023, meeting.

[P.C. 7.11.23 min.pdf](#)

Moved by James Merchant; seconded by Rod DeBoer to approve the July 11, 2023, meeting minutes.

Motion Carried: 4-0

Voting For: Merchant, DeBoer, Ardito and Westbrook

Voting Against: None

3.B Receive and file minutes from the July 25, 2023, meeting.

Receive and file minutes from the July 25, 2023, meeting.

[PC 7.25.23 min..pdf](#)

Moved by Rod DeBoer; seconded by James Merchant to approve minutes from the July 25, 2023, meeting.

Motion Carried: 4-0

Voting For: DeBoer, Merchant, Ardito and Westbrook

Voting Against: None

4. PUBLIC HEARINGS:

4.A UP/RZ/GPA/IS#22-009, THOMPSON FAMILY TRUST, 70 SPACE RV PARK.

Staff recommends that the Planning Commission recommend approval of the Project to the city of Susanville City Council at a future regularly scheduled meeting.

[Rezone Ord. Exhibit C.docx](#)

[MND Mitigation Measures Exhibit-B.docx](#)
[Exhibit D-Existing and Proposed Zoning.docx](#)
[Exhibit E Existing and Proposed Land Use Diagram.docx](#)
[TFT MND Final-Signed.pdf](#)
[Disapproving Resolution.doc](#)
[RV Park Staff Report.docx](#)
[Approving Resolution.doc](#)

Moved by James Merchant; seconded by Rod DeBoer to approve minutes from the July 25, 2023, meeting.

Motion Carried: 4-0

Voting For: Merchant, DeBoer, Ardito and Westbrook

Voting Against: None

5. NEW BUSINESS:

5.A Informational presentation to the Susanville Planning Commission and to the citizens and visitors of the City of Susanville regarding Susanville Code Enforcement efforts

Information Only.

Cody Loflin, Code Enforcement Officer, provides an update on code enforcement efforts.

6. CORRESPONDENCE: None

7. COUNTY REFERRALS: None

8. ADJOURNMENT:

Motion by Rod DeBoer, seconded by Tony Ardito to adjourn at 6:05 p.m.

Motion Carried: 4-0

Voting For: DeBoer, Ardito, Merchant and Westbrook

Voting Against: None

AGENDA ITEM NO. 5.A
Action Item

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 12, 2023

SUBJECT: Consider Resolution No. 23-1163 canceling the assessment of civil penalties in the amount of \$10,0000 against Lloyd T. Harvey.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: On February 14, 2023, the Susanville Planning Commission approved Resolution No. 23-1131 assessing \$10,000 against Lloyd T. Harvey. The subject Lloyd T. Harvey, was the property owner of 10 Santa Paula Street. The property sold at tax auction to Antonio Barrera of Lyon County, Nevada. Since the assessment, the property has been abated and a special assessment has been levied by the Susanville City Council.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No. 23-1163 rescinding the assessment penalties issued against Lloyd T. Harvey.

ATTACHMENTS:
[Resolution PC 23-1163 Resolution.pdf](#)

RESOLUTION NO. 23-1163
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUSANVILLE
CANCELING THE ASSESSMENT OF CIVIL PENALTIES IN THE AMOUNT OF \$10,000
AGAINST LLOYD T. HARVEY

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 that declares conditions of real property that constitute a public nuisance and provides for the abatement of said nuisance conditions; and

WHEREAS, the condition of real property upon the lands of 10 Santa Paula Street has been declared a public nuisance pursuant to the Susanville Municipal Code; and

WHEREAS, the Susanville Planning Commission approved the issuance of a nuisance abatement order on May 12, 2022; and

WHEREAS, the Susanville Planning Commission ordered the assessment of civil penalties in the amount of \$10,000 against Lloyd T. Harvey, deceased property owner of 10 Santa Paula Street and

WHEREAS, it was discovered that the property sold by tax auction by the Tax Collector of Lassen County and subsequently the property has been abated.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Susanville hereby rescinds Resolution No. 23-1131 and cancels the assessment of civil penalties against Lloyd T. Harvey.

APPROVED: _____
Melanie Westbrook, Chairperson

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the Planning Commission of the City of Susanville, held on the 12th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: September 12, 2023

SUBJECT: Discussion regarding upcoming state mandated ordinances related to housing projects and accessory dwelling units.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY: The City of Susanville Planning staff is working with Mintier&Harnish Planning consultants in order to prepare for the 7th Housing Element Cycle required by the Department of Housing and Community Development (HCD). Planning and consultant staff have drafted 3 ordinances which pertain to previous and upcoming state mandated requirements. The draft ordinances include an Accessory Dwelling Unit Ordinance, Reasonable Accommodations Ordinance, and Objective Design Standard/Density Bonus Ordinance.

The City Planner will provide a brief summary of each ordinance and how it pertains to Susanville moving forward.

FISCAL IMPACT: None.

ACTION REQUESTED: No Action is requested. Discussion/informational item only.

ATTACHMENTS:

AGENDA ITEM NO. 5.C
Discussion Item

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 12, 2023

SUBJECT: Discussion regarding the Susanville Planning Commission's assignment as other various boards and commissions for the City of Susanville.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: Susanville Municipal Code Chapter 2.36 establishes the Susanville Planning Commission as required by California Government Code Section 65100 et seq. As the advisory board of the Susanville City Council, the Susanville Planning Commission may be required to act in various capacities as a need for the City of Susanville. The Susanville Municipal Code provides direction for these various boards and commissions that would be ancillary to the core duties of the Planning Commission.

The Susanville Planning Commission also serves the City of Susanville as the following:

Abandoned Vehicle Abatement Board
Administrative Appeal Hearing Board
Administrative Nuisance Abatement Hearing Board
Graffiti Hearing Board
Dangerous Building Appeal Board
Neglected Vacant Building Hearing Board

There have been internal discussions regarding the following boards and commissions also being served by the Planning Commission:

Design Review Committee
Tree Commission
Parking Appeal Hearing Board
Towing Appeal Hearing Board

Staff will provide a presentation on the matter and request feedback from the Planning Commission that may be used within internal meetings or a report back to the Susanville City Council at a later agenda meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Discussion/Information Only

ATTACHMENTS: