

SUSANVILLE PLANNING COMMISSION
Regular Planning Commission Meeting Minutes
TUESDAY, JANUARY 9, 2024 – 5:30 PM

CALL TO ORDER: Meeting called to order by Commissioner Jambois

ROLL CALL: Rod DeBoer, Matthew Eltzroth (Alternate), Curtis Bortle (Alternate), Tony Ardito, and Wayne Jambois.

1. APPROVAL OF AGENDA:

Motion by Commissioner Ardito, seconded by Commissioner DeBoer to approve agenda as submitted. Motion carries:

Motion: 5-0

Voting For: Ardito, DeBoer, Eltzroth, Bortle and Jambois

Voting Against: None

Abstain: None

2. BUSINESS FROM THE FLOOR: None

3. CONSENT ITEMS:

3.A Receive and file minutes from the November 14, 2023, meeting.

Motion by Commissioner DeBoer, seconded by Commissioner Ardito to approve minutes.

Motion : 5 - 0

Voting For: Ardito, Bortle, Eltzroth, DeBoer and Jambois.

Voting Against: None

Abstain: None

[PC 11.14.23 min.pdf](#)

4. PUBLIC HEARINGS:

4.A Use Permit #23-008-Kyle Parady. Use Permit to allow an existing welding shop located at 1555 Chestnut Street.

Consider adoption or disapproval of Resolution No. 24-1169

Public hearing opened at 5:31 p.m.

Mr. Mumper summarizes the item.

Commissioner Jambois opens item up for public comment.

No comments received in favor of the project.

No comments received against the project.

Public hearing closed at 5:41 p.m.

Motion by Commissioner Ardito, seconded by Commissioner Bortle, to approve Resolution 24-1169.

Motion : 5 - 0

Voting For: Ardito, Bortle, Eltzroth, DeBoer and Jambois.

Voting Against: None

Abstain: None

[Business License Denial Letter.docx](#)

[Public Hearing Notice to Property Owners UP#2023-008.docx](#)

[UP#2023-008 Staff Report-Welding Shop.docx 1555](#)

[Chestnut.jpg](#)

[Approving Resolution No. 24-1169.doc](#)

[Disapproving Resolution.doc](#)

4.B Use Permit #2023-009, Bureau of Land Management Warehouse/Fleet Shop.

Consider adopting Resolution No. 24-1170, approving a Use Permit for the Bureau of Land Management Warehouse/Fleet Shop.

Public hearing opened at 5:42 p.m.

Mr. Mumper summarizes the item.

The Commissioners ask questions regarding the project.

No public comments received in favor or against the project.

Public hearing closed at 5:53 p.m.

Motion by Commissioner Bortle, seconded by Commissioner Ardito, to approve resolution 24-1170. Motion carries.

Motion : 5 - 0

Voting For: Bortle, Ardito, Eltzroth, DeBoer and Jambois.

Voting Against: None

Abstain: None

[BLM Fleet Shop Site Plan & Elevations.pdf](#)

[Property owner notification 300 ft. UP 2023-009.pdf](#)

[Public Hearing Notice to Property Owners UP#2023-009.docx](#)

[Public Hearing Notice UP#2023-009.docx](#)

[BLM Warehouse Use Permit SR.docx](#)

[Disapproving Resolution.doc](#)

Due to the city now livestreaming meetings and having video recordings for Planning Commission meetings available on its website, the city has moved to action minutes. If you would like further meeting details, the full video can be found at <https://www.cityofsusanville.net/rooptown/city-council/agendas-and-minutes/>

[Approving Resolution No. 24-1170.doc](#)

4.C Architectural & Site Plan Review #23-007, Susanville Indian Rancheria Housing Authority (SIRHA) 2 Duplex buildings totaling 4 apartments.

Consider adopting Resolution No. 24-1171, approving the Architectural & Site Plan Review #23-007, for the Susanville Indian Rancheria Housing Authority to allow two additional Duplex Apartment Buildings on the subject parcel.

Mr. Mumper presents information about the item.

Public hearing opened at 5:53 pm.

Phil Bush, project applicant, explains the project will finish up the development for the lot and the housing is for senior citizens.

Public hearing closed at 6:06 p.m.

Motion by Commissioner DeBoer, seconded by Commissioner Bortle, to approve Resolution 24-1171.

Motion : 5 - 0

Voting For: DeBoer, Bortle, Eltzroth, Ardito and Jambois.

Voting Against: None

Abstain: None

[SIRHA 985 Paiute Duplex Site Plan and Elevation.pdf](#)

[Public Hearing Notice to Property Owners AR#2023-007.docx](#)

[2 Duplexes PCSR-Phase 2.docx](#)

[Approving_Resolution_No._24-1171.doc](#)

[Disapproving Resolution \(1\).doc](#)

4.D NA#2023-003, 105 Russell Street. Continuing item from November 14, 2023, regularly scheduled meeting.

Consider approval of Resolution No. 23-1164, approving the issuance of administrative penalties in the amount of \$7,000.00 based on the violations which existed during the Abatement Order period set forth by the Planning Commission.

Public hearing opened at 6:12 p.m.

Mr. Mumper summarizes the item.

Debbie and Frank Marino provide an update on the process of cleaning up the property.

Mr. Mumper added he spoke with Peter Talia, attorney, who was unable to provide an update on the eviction of the squatter. Law enforcement assistance may be needed because forced entry may be required.

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Jim McCarthy, public member, voiced support for putting legal resources behind City staff to get the job done.

Public hearing closed at 6:34 p.m.

The Commissioners discuss the matter and support increasing fines to \$10,000.

Motion by Commissioner Bortle, seconded by Commissioner DeBoer to approve 23-1164

Motion : 5 - 0

Voting For: DeBoer, Bortle, Eltzroth, Ardito and Jambois.

Voting Against: None

Abstain: None

[Nuisance_Abatement_Order_After_Hearing_NA2023-003_105_Russell_Ave.pdf](#)
[PC_23-1164_Resolution \(1\).doc](#)

5. NEW BUSINESS: NONE

6. CORRESPONDENCE: NONE

7. COUNTY REFERRALS: NONE

8. ADJOURNMENT: Motion to adjourn at 6:45 p.m. by Commissioner DeBoer, seconded by Curtis Bortle Motion carries.

Motion : 5 - 0

Voting For: DeBoer, Bortle, Eltzroth, Ardito and Jambois.

Voting Against: None

Abstain: None

[Nuisance_Abatement_Order_After_Hearing_NA2023-003_105_Russell_Ave.pdf](#) [PC_23-1164_Resolution \(1\).doc](#)

9. NEW BUSINESS: NONE

10. CORRESPONDENCE: NONE

11. COUNTY REFERRALS: NONE

12. ADJOURNMENT: Motion to adjourn at 6:45 p.m. by Commissioner DeBoer, seconded by Curtis Bortle. Motion carries.

Motion : 5 - 0

Voting For: DeBoer, Bortle, Eltzroth, Ardito and Jambois.

Voting Against: None

Abstain: None

Melanie Westbrook, Chair

Ruth McElrath, Building Permit Tech for:
Heidi Whitlock, City Clerk

Approved On: February, 12, 2024