
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 •
Tuesday, April 9, 2024 - 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 February 13, 2024, meeting minutes.](#)
4. **PUBLIC HEARINGS:**
5. **NEW BUSINESS:**
 - 5.A [General Planning Updates.](#)
 - 5.B [General Code Enforcement Updates.](#)
6. **CORRESPONDENCE:**
7. **COUNTY REFERRALS:**
8. **ADJOURNMENT:** ***The next regular meeting of the Susanville City Planning Commission will be held on April 23, 2024 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 April 9, 2024, in the areas designated on April 4, 2024.

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: April 9, 2024

SUBJECT: Receive and approve minutes from the February 13, 2024, meeting minutes.

PRESENTED BY: Ruth McElrath, Building Permit Technician

SUMMARY: Staff is presenting minutes from the February 13, 2024, meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Receive and approve minutes from the February 13, 2024, meeting minutes.

ATTACHMENTS:
[PC_2.13.24.pdf](#)

SUSANVILLE PLANNING COMMISSION
Regular Planning Commission Meeting Minutes TUESDAY,
FEBRUARY 13, 2024 – 5:30 PM

CALL TO ORDER: Meeting called to order at 5:31 p.m. by Vice Chair Merchant.

ROLL CALL: Rod DeBoer, Curtis Bortle, Tony Ardito, Wayne Jambois, and James Merchant

1. APPROVAL OF AGENDA:

Moved by Rod DeBoer, seconded by Commissioner Bortle to approve agenda as submitted.

Motion Carried: 5 - 0

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

Voting Against: None

2. BUSINESS FROM THE FLOOR: None

3. CONSENT ITEMS:

3.A Receive and file minutes from the Jan. 9, 2024, meeting.

Moved by Rod DeBoer; seconded by Tony Ardito to approve the Jan.9, 2024 meeting minutes.

Motion Carried: 5 - 0

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

Voting Against: None

[PC Min. 1.9.24.pdf](#)

4. PUBLIC HEARINGS:

4.A Architectural and Site Plan Review Application #2024-001, TSG Development and NST Engineering. The applicants are proposing an 852 square foot entry way addition to an existing 26,272 square foot building used by the Bureau of Land Management and United States Forest Service.

Consider adoption of Resolution No. 24-1172, approving the design of the proposed addition to the existing building.

Before beginning the item, Mr. Mumper introduces City of Susanville Economic Development Director Tamara Spade.

Ms. Spade introduces herself to the Commission.

Mr. Mumper summarizes the project.

Public hearing opened at 5:39 p.m.

No comments received in favor or against the project.

Public hearing closed at 5:39 p.m.

Moved by Commissioner Bortle, seconded by Commissioner DeBoer to approve Resolution 24-1172.

Motion Carried: 5 - 0

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

Voting Against: None

[Public Hearing Notice to Property Owners AR#2024-001.docx](#)

[AR#2024-001 BLM USFS Application.pdf](#)

[AR#2024-001, BLM-USFS 852 Sqft. Addition.pdf](#)

[Approving Resolution No. 24-1172.doc](#) [Disapproving Resolution.doc](#)

[BLM-USFS Addition SR.docx](#)

4.B Use Permit #2024-002, Kirack Construction Temporary Construction Staging Yard.

Consider adopting Resolution No. 24-1173.

Mr. Mumper summarizes project.

The Commissioners hold discussion regarding the item.

Public hearing opened at 5:52 p.m.

No comments received in favor or against the project.

Public comment closed at 5:53 p.m.

Moved by Commissioner Jambois, seconded by Commissioner DeBoer to approve Resolution 24-1173.

Motion Carried: 5 - 0

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

Voting Against: None

[UP#2024-002-Temp Contractor Yard Application-Site Plan.pdf](#)

[Public Hearing Notice to Property Owners UP#2024-002.docx](#)

[Public Hearing Notice UP#2024-002.docx](#)

[Approving_Resolution_No._24-1173.doc](#)

[Disapproving Resolution.doc](#) [Use](#)

[Permit SR.docx](#)

4.C Use permit application #24-003 to allow a 920-foot-long perimeter security fence for the long valley charter school with portions of the fence proposed to be 8 feet in height on APN(s) 103-100-020-000 and 103-100-019-000 (995 Paiute lane).

Consider adopting Resolution No. 24-1174.

Mr. Mumper provides information about the project.

Public comment opened at 5:58 p.m.

Stephanie Preston, Long Valley Charter School Principal, speaks in favor of the project, explaining vandalism has been occurring at the school.

Public comment closed at 6:01 p.m.

Moved by Commissioner Bortle; seconded by Commissioner DeBoer, to approve Resolution 24-1173.

Motion Carried: 5 - 0

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

Voting Against: None

[Public Hearing Notice UP#2024-003.docx](#)

[UP#2024-003 Staff Report.docx](#) [UP#2024-](#)

[003-Application-Site Plan.pdf](#)

[Public Hearing Notice to Property Owners UP#2024-003.docx](#)

[Disapproving Resolution.doc](#)

[Approving Resolution No. 24-1174.doc](#)

5. NEW BUSINESS: NONE

6. CORRESPONDENCE: NONE

7. COUNTY REFERRALS: NONE

8. ADJOURNMENT:

Moved by Commissioner DeBoer; seconded by Commissioner Jambois to adjourn at 6:03 p.m.

Motion Carried: 5 - 0

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

Against: None

Signed, Vice Chair James Merchant

Respectfully submitted by,

Ruth McElrath, Building Permit Technician

Heidi Whitlock, City Clerk

Approved On:

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: April 9, 2024

SUBJECT: General Planning Updates.

PRESENTED BY:

SUMMARY: City Planner to provide the Planning Commissioners with updates pertaining to the General Plan Updates, Zoning Ordinances, and Projects.

FISCAL IMPACT: None.

ACTION REQUESTED: No Action Required. Discussion Item Only.

ATTACHMENTS:

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: April 9, 2024

SUBJECT: General Code Enforcement Updates.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY: Code Enforcement Supervisor to provide the Planning Commissioner with Code Enforcement Case update and priority status. An update will be provided regarding the open Code Enforcement Officer position.

FISCAL IMPACT: None.

ACTION REQUESTED: No Action Required. Discussion Item Only.

ATTACHMENTS: