
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 Hall 66 N. Lassen
Street Susanville, CA 96130**
Tuesday, May 28, 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 file minutes from the April 9, 2024 meeting.
4. **PUBLIC HEARINGS:**
 - 4.A Consider Resolution No. 24-1175, recommending approval of Ordinance No. 24-1044, to City Council for first and second readings, and ultimate adoption.
5. **NEW BUSINESS:**
 - 5.A Introduce New Code Enforcement Officer, Mike Prettyman
 - 5.B Code Enforcement General Updates: Abandoned Shopping Cart Ordinance updates from staff.
 - 5.C General Plan Comprehensive Update. City Planner to provide an update regarding the new professional services contract and the timelines associated with each General Plan Element update.
6. **CORRESPONDENCE:**
7. **COUNTY REFERRALS:**

8. ADJOURNMENT: *The next regular meeting of the Susanville Planning Commission will be held on June 11, 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 May 28, 2024 in the areas designated on May 24, 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: May 28, 2024

SUBJECT: Receive and file minutes from the April 9, 2024 meeting.

PRESENTED BY: Ruth McElrath, Building Permit Technician

SUMMARY: Staff is presenting minutes from the April 9, 2024 meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Receive and file minutes from the April 9, 2024 meeting.

ATTACHMENTS:
[P.C. 4.9.24 minutes.pdf](#)

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

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

ROLL CALL Rod DeBoer, Matthew Eltzroth (alternate), Wayne Jambois and Melanie Westbrook.
Absent: Tony Ardito and James Merchant

1. APPROVAL OF AGENDA:

Moved by Commissioner DeBoer; seconded by Commissioner Jambois to approve agenda.

Motion Carried: 4 - 0

Voting For: DeBoer, Jambois, Eltzroth, and Westbrook.

Voting Against: None

2. BUSINESS FROM THE FLOOR:

Jim McCarthy, public member, shares his concerns about code enforcement.

3. CONSENT ITEMS:

3.A Receive and approve minutes from the February 13, 2024, meeting minutes.

[PC_2.13.24.pdf](#)

Moved by Commissioner DeBoer; seconded by Commissioner Jambois to approve the Feb. 13, 2024, meeting minutes.

Motion Carried: 4 - 0

Voting For: DeBoer, Jambois, Eltzroth and Westbrook

Voting Against: None

4. PUBLIC HEARINGS: NONE

5. NEW BUSINESS:

5.A General Planning Updates. No Action Required. Discussion Item Only.

Mr. Mumper shares about General Plan updates.

He also shared that Economic Development Director Tamara Spade re-submitted for the T-Mobile Grant for Pancera Plaza safety improvements.

5.B General Code Enforcement Updates.
No Action Required. Discussion Item Only.

Mr. Mumper provides code enforcement updates.

The Commission holds brief discussion regarding 811 Cottage St.

Commissioner Jambois asks if the new City Council is supportive of code enforcement.

6. CORRESPONDENCE: NONE

7. COUNTY REFERRALS: NONE

8. ADJOURNMENT:

Moved by Commissioner DeBoer; seconded by Commissioner Jambois to adjourn at 5:51 p.m.

Motion Carried: 4 - 0

Voting For: DeBoer, Jambois, Eltzroth and Westbrook

Voting Against: None

Melanie Westbrook, Chair

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

Approved On:

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: May 28, 2024

SUBJECT: Consider Resolution No. 24-1175, recommending approval of Ordinance No. 24-1044, to City Council for first and second readings, and ultimate adoption.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY: The City of Susanville is proposing to amend Title 17 (Zoning) to add provisions to allow for Accessory Dwelling Unit streamlining, Reasonable Accommodations, and Objective Design Standards for Multi-Family Housing Projects.

Density Bonus, Accessory Dwelling Units, Affordable Housing Incentives, and Objective Design Standards are labeled as Exhibit A and Reasonable Accommodations is labeled as Exhibit B within the Planning Commission Packet.

A fully tracked changes Title 17 Draft is available for the public to review at the Planning and Building Permit Counter and is available to Commissioners for review upon request. The tracked changes draft was omitted from the Packet in order to save costs on printing (130 plus pages). All proposed ordinance additions and amendments are fully included with this staff report and packet.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve Resolution No. 24-1175 recommending approval of Ordinance No. 24-1044 to City Council for first and second reading and ultimate adoption.

ATTACHMENTS:
[SUSGP_ODDS_AdministrativeDraft_2023 08 08 NZ \(003\).docx](#)
[SUSGP_ADU and Density Bonus Ordinance_2023 08 22a BG.docx](#)
[SUSGP_Reasonable Accommodation Ordinance_Preliminary Draft_2023 07 24 MG.docx](#)
[Staff Report CEQA Determination_FINAL 2024 KM.docx](#)
[Approving_Resolution_No._24-1175_ADU-RO-DB-ODS.doc](#)

“Exhibit A”

Susanville Mul? Unit Objec? ve Design Standards

Site Layout and Design

1. **Natural Features.** Existing natural features such as trees, rivers, streams, ponds, hillsides, rock formations, and native vegetation shall be incorporated into landscaping plans. (*Susanville 2002 Design Guidelines, A3*)
2. **Alternative Energy Applications.** All structures shall be designed to allow for the installation of alternative energy technologies including but not limited to active solar, wind, or other emerging technologies, and shall comply with the following standards. (*Susanville 2002 Design Guidelines, A8*)
 - a. Installation of solar technology on structures such as rooftop photovoltaic cell arrays shall be installed in accordance with the State Fire Marshal safety regulations and guidelines. (*New*)
 - b. Roof-mounted equipment shall be located in such a manner so as to not preclude the installation of solar panels.
3. **Clustering.** In a development with five or more structures, the structures shall be clustered into groups of a minimum of two structures to maximize common open space. (*Susanville 2002 Design Guidelines, A10*)
4. **Pedestrian/Bicycle Circulation.**
 - a. All structures, facilities, parking areas, amenities, and common areas shall be internally connected by pedestrian pathways with a minimum width of three feet. (*17.104.110.B1*)
 - b. Pedestrian pathways shall be separated from parking areas by landscaping, curbs, or other edge treatments. (*New*)
 - c. Pedestrian pathways shall be directly connected to adjacent public sidewalks on each street frontage. (*New*)
5. **Bicycle Parking.** For all projects, 0.5 Class II bicycle parking spaces (i.e., inverted U-rack, ribbon rack, wave rack) are required per dwelling unit. (*17.104.110.B2*)
6. **Service Areas and Auxiliary Structures.** Service areas and auxiliary structures (i.e., trash receptacles, propane, gas and oil tanks, utility boxes) shall be fully screened from public street view with the following development standards: (*Susanville 2002 Design Guidelines, A16*)
 - a. Opaque walls or fencing made with materials and color palette submitted as part of the project application.
 - b. Landscaping
 - c. Vehicle and pedestrian access gates
 - d. The following materials are prohibited for any on-site service areas and auxiliary structures:
 - i. Cyclone or chain link;
 - ii. Vinyl; and
 - iii. Barb wire, razor wire
7. **Setbacks.**
 - a. Front yard setbacks along a street right-of-way shall reflect the average setback of existing adjacent residential structures within two hundred (200) feet, which may be

- greater than those set in each zone district. Modulated or varied building setbacks shall be considered if they avoid the crea?on of a monotonous streetscape. (17.104.110.A4)
- b. Structures greater than one story or 20 feet in height, whichever is greater, adjacent to single-story residen?al dwellings shall be set back from property lines by at least one ?mes the height of the mul?-unit structure. (17.104.110.A5)

Architectural Design

1. Building Color

- a. All structures in a project shall include one primary color and no more than two accent colors, in addi?on to the color of the roofing material. (*Susanville 2002 Design Guidelines, A2*)
- b. Each structure eleva?on shall include two colors within the color pale?e submi?ed as part of the project applica?on. (*Susanville 2002 Design Guidelines, A3*)

2. Building Material.

- a. The following highly-reflec?ve structure materials are prohibited as exterior materials or as roofing. Highly reflec?ve materials include: (*Susanville 2002 Design Guidelines, A4, modified*)
- Any zinc or Zinc-Aluminum coated sheet or polished metal;
 - Stainless steel;
 - Aluminum;
 - Copper sealed against oxida?on;
 - Glazed terra co?a ?les; and
 - High gloss paint finishes with a light reflectance and/or chroma value exceeding 50 percent.
- b. For structures over three stories, at least two materials shall be used, in addi?on to glazing and railings. Any one material must comprise at least 20 percent of the structure. (*New*)

3. Fences and Walls. The following materials are prohibited for all fences and walls: (*Susanville 2002 Design Guidelines, A10*)

- Electrified;
- Barb wire/razor wire;
- Sharp objects such as spires and glass;
- Cyclone or chain link; and
- Vinyl

4. Roo?op Equipment. Roo?op mechanical equipment shall be screened from view with either using a building parapet or opaque materials. (*Susanville 2002 Design Guidelines, A7*)

5. Structure Massing. Structures that have a length longer than 30 feet shall include facades with varying modula?on with a minimum of two feet at intervals of no more than 10 feet. (*New*)

Parking, Landscaping, Open Space, and Ligh?ng

6. **Open Space.** The following development standards apply to mul?-unit developments with four or more dwelling units. (*Susanville 2002 Design Guidelines, A12; 17.104.110.B3*)

- a. **Public Open Space.** Projects shall provide open space areas and/or community site amenities. Functional open space areas and community site amenities shall exclude areas required for zoning setbacks.
 - i. **Public Open Space.** Public open space areas shall include a minimum of two of the following amenities equivalent to a minimum of 200 square feet per dwelling unit.
 - 1. Courtyard/Garden with seating and/or tables for up to eight people
 - 2. Pergola, shade, trellis, or arbor structure not taller than 10 feet
 - 3. BBQ area with a minimum of two fixed barbecues and tables
 - 4. Sports Court (i.e., bocce ball, table tennis, badminton, tennis, pickleball, basketball, volleyball)
 - 5. Splash pad no smaller than 50 square feet
 - 6. In-ground swimming pool or above-ground and/or in-ground hot tub
 - 7. Open lawn area(s) with no dimension less than 10 feet
 - 8. Community room (i.e., library room with bookshelves and seating for at least five people, media room with television and seating for at least 10 people, game room with at least two game tables or consoles, gym/fitness room with at least five pieces of gym equipment, co-working space with wi-fi, tables and seating for at least eight people)
 - ii. **Connections.** Public open space areas shall be directly connected to all interior space areas (i.e., community room, recreation room, exercise center), trash and recycling enclosures, laundry facilities (if applicable), structure entrances, parking areas, and mail delivery areas by pedestrian-oriented pathways.
 - iii. **Landscaping.** A minimum of 15 percent of the required public open space shall be landscaped with materials and planting consistent with the standards in 17.96.040 and the subject parcels underlying base zone landscaping requirements.
 - b. **Private Open Space.** Each dwelling unit shall have outdoor space designed for the exclusive use of that dwelling unit in accordance with the following standards:
 - i. **Ground Floor Units.** Each ground floor dwelling unit shall include a minimum of 40 square feet of private open space in the form of a covered or uncovered patio to allow for light, air, and privacy. *(New)*
 - ii. **Above Ground Floor Units.** Each above ground floor dwelling unit shall include a minimum of 40 square feet of private open space in the form of a terrace, balcony, or rooftop patio to allow for light, air, and privacy. *(New)*
7. **Exterior Lighting**
- a. Pedestrian-oriented bollard lighting no higher than three feet shall be provided in active pedestrian areas for safety and security. For the purpose of this standard, active pedestrian areas are defined as internal walkways between structures and amenities, walkways adjacent to parking areas, and walkways connecting to the public right-of-way.
 - b. Area lighting shall be shielded downward to reduce light pollution in adjacent properties. *(Susanville 2002 Design Guidelines, F3)*

- c. Pedestrian pathway lighting features shall not exceed eight feet in height and shall have minimum illumination levels of 0.5 foot-candles at the pathway surface. *(Susanville 2002 Design Guidelines, F4)*
 - d. Lighting features in parking, storage, and recreational areas shall not exceed 20 feet. *(Susanville 2002 Design Guidelines, F4)*
- 8. **Landscaping.** Landscaping standards shall be in accordance with City standards in 17.96.040.
- 9. **Parking.** The number of parking spaces required per project shall comply with the underlying base zone parking requirements (17.100.140) and the following development standards:
 - a. **Parking Lot Design and Location**
 - i. For multi-unit development projects greater than four dwelling units, surface parking areas shall not be located between the structure(s) and the primary street frontage. *(17.104.110.B7)*
 - ii. Parking areas within a site shall be internally connected and use shared driveways.
 - b. **Parking Lot Landscaping.** Landscaping standards shall be in accordance with City standards in 17.96.040.

“Exhibit A”

Chapter 17.130 DENSITY BONUSES AND AFFORDABLE HOUSING INCENTIVES

17.130.010 Purpose and Intent.

Residential development shall comply with the allowability of density bonuses, incentives, exemptions, and concessions in compliance with State Density Bonus Law (Government Code Section 65915, as revised). Government Code 65915 requires the City to provide incentives for affordable housing, senior housing, and childcare facilities.

Chapter 17.132 Accessory Dwelling Units (ADUs)

17.132.010. Purpose and Intent.

The purpose and intent of this Chapter is as follows:

- A. Purpose. The purpose of this Chapter is to provide regulations for the development of accessory dwelling units through a ministerial process consistent with California Government Code Section 65852.2.
- B. Intent. The regulations in this Chapter are intended to:
 - 1. Implement the provisions of the General Plan Housing Element;
 - 2. Assure compliance with California Government Code Section 65852.2 and other relevant housing legislation;
 - 3. Encourage the development of accessory dwelling units;
 - 4. Streamline and minimize governmental constraints on residential development; and
 - 5. Minimize potential adverse impacts on the public health, safety, and general welfare that may be associated with accessory dwelling units.

17.132.020. Acknowledgement.

The City recognizes the State of California is facing a severe housing crisis. The City acknowledges accessory dwelling units and junior accessory dwelling units expand lower cost housing opportunities and are an essential component of the City and State's housing supply.

17.132.030. Applicability.

The regulations established in this Chapter shall apply to all accessory dwelling units where allowed in compliance with Section 17.132.040 (Where Allowed) of this Chapter and State law. Any construction, establishment, alteration, enlargement, or modification of an accessory dwelling unit shall comply with the requirements of this Chapter and the California Building Code. An accessory dwelling unit that conforms to the standards of this Chapter shall not be:

- A. Deemed to be inconsistent with the General Plan designation and zone for the parcel on which the accessory dwelling unit is located;
- B. Deemed to exceed the allowable density for the parcel on which the accessory dwelling unit is located;
- C. Considered in the application of any City ordinance, policy, or program to limit residential growth; and

- D. Required to correct a nonconforming zoning condition as defined in Section 17.132.050 (Definitions). This does not prevent the City from enforcing compliance with applicable building standards in compliance with Health and Safety Code Section 17980.12.

17.132.040. Where Allowed.

In compliance with California Government Code Section 65852.2, accessory dwelling units shall be allowed by-right (ministerially permitted) in any zone which allows for residential uses. This includes mixed-use zoning districts which allow residential and zones which allow residential as a conditionally permitted use.

17.132.050. Permit Requirements and Processing Procedures.

An application for an accessory dwelling unit that complies with all applicable requirements of this Chapter and California Government Code Section 65852.2 shall be approved ministerially through the Building Permit process. A Building Permit application for an accessory dwelling unit on a parcel with an existing or proposed single-unit or multi-unit dwelling shall be acted upon within 60 days of the Building Permit application being complete. The Building Permit applicant may request a delay in the City processing of the Building Permit, which shall result in the tolling of the 60-day time period.

17.132.060. Types of Accessory Dwelling Units.

An accessory dwelling unit approved under this Chapter may be one of the following types:

- A. Attached. An accessory dwelling unit that is created in whole or in part from newly constructed space that is attached to the proposed or existing primary dwelling, such as through a shared wall, floor, or ceiling.
- B. Detached. An accessory dwelling unit that is created in whole or in part from newly constructed space that is detached or separated from the proposed or existing primary dwelling, including an existing stand-alone garage converted into an accessory dwelling unit. The detached accessory dwelling unit shall be located on the same parcel as the proposed or existing primary dwelling.
- C. Converted. Is entirely located within the proposed or existing primary dwelling or accessory structure, including but not limited to attached garages, storage areas, or similar uses; or an accessory structure including but not limited to studio, pool house, or other similar structure. See Section 17.16.100 (Standards Applicable to Converted Accessory Dwelling Units) of this Chapter.
- D. Junior Accessory Dwelling Unit. A junior accessory dwelling unit is a unit that meets all the following (see Section 17.132.170 (Standards Applicable to Junior Accessory Dwelling Units) for additional regulations):
 - 1. Shall only be allowed on parcels zoned for single-unit residences and that include an existing or proposed single-unit dwelling.
 - 2. Is entirely located within a proposed or existing primary single-unit dwelling.
 - 3. Has independent exterior access from the primary dwelling.
 - 4. Has sanitation facilities that are either shared with or separate from those of the primary dwelling.
 - 5. Includes an efficiency kitchen, which includes a cooking facility with appliances, food preparation counter, and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

17.132.070. Types and Number of Units Allowed.

- A. Single-Unit Dwelling Zones. Accessory dwelling units and junior accessory dwelling units are allowed in single-unit residential zones in the following combinations:

1. One Attached Unit and One Junior Accessory Dwelling Unit. One attached accessory dwelling unit and one junior accessory dwelling unit shall be allowed on a parcel with a proposed or existing single-unit dwelling.
 2. One Converted Unit and One Junior Accessory Dwelling Unit. One converted space accessory dwelling unit and one junior accessory dwelling unit shall be allowed on a parcel with a proposed or existing single-unit dwelling.
 3. One Detached Unit and One Junior Accessory Dwelling Unit. One detached accessory dwelling unit and one junior accessory dwelling unit shall be allowed on a parcel with a proposed or existing single-unit dwelling.
- B. Multi-Unit Dwelling Areas. Accessory dwelling units are allowed in multi-unit dwelling zones in the following combinations:
1. Converted Spaces within a Multi-Unit Residential Dwelling Structure.
 - a. Within any multi-unit residential dwelling structure used exclusively for residential use, portions of such structures that are not used as livable space may be converted to accessory dwelling units, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, provided that any such space converted to an accessory dwelling unit complies with minimum State building standards for dwellings.
 - b. At least one accessory dwelling unit shall be allowed within an existing multi-unit dwelling structure if the total number of accessory dwelling units within the structure does not exceed 25 percent of the existing units.
 2. Detached Accessory Dwelling Units. Up to two detached accessory dwelling units shall be allowed on a parcel where a multi-unit residential dwelling structure exists.

17.132.080. Standards Applicable to All Accessory Dwelling Units.

The following standards apply to all accessory dwelling units and junior accessory dwelling units constructed on or moved to a new parcel and to the remodeling or rebuilding of existing single-unit residential dwelling or multi-unit residential dwelling structures to create an accessory dwelling unit.

- A. Parcel Size and Width. No minimum parcel size or parcel width standards shall apply to the construction of an accessory dwelling unit.
- B. Parcel Coverage. An accessory dwelling unit shall comply with the parcel coverage requirements of the applicable zoning district, except in the case where the allowable parcel coverage would preclude an accessory dwelling unit, one attached or detached accessory dwelling unit with a maximum size of 800 square feet, regardless of the number of bedrooms, shall be allowed and shall comply with the requirements of this Chapter.
- C. Owner Occupancy. The property owner is not required to occupy the accessory dwelling unit or primary dwelling located on the parcel.
- D. Separate Access Required. An accessory dwelling unit shall have exterior access that is separate from the exterior access for the primary dwelling.
- E. Fire Sprinklers. Fire sprinklers are required in an accessory dwelling unit if they are required in the primary dwelling per the California Building Code.
- F. Permanent Foundation.
 1. All accessory dwelling units shall be permanently attached to a permanent foundation as defined by the California Building Code.
 2. The use of a recreational vehicle, commercial coach, trailer, motor home, camper, camping trailer, boat, or other apparatus not designed for permanent human habitation is prohibited.

- G. Nonconforming Conditions. The correction of nonconforming zoning conditions is not required in order to establish an accessory dwelling unit on a parcel with a primary dwelling.
- H. Illegal Units. This Chapter shall not validate any existing illegal accessory dwelling units or junior accessory dwelling units. The standards and requirements for the conversion of an illegal accessory unit to a legal conforming unit shall be the same as for a new accessory dwelling unit.
- I. Design. Accessory dwelling units shall comply with the following general design standards:
 - 1. Within any historic district zone or historic district overlay zone, the design of accessory dwelling units shall be consistent with the design and development guidelines applicable to such zones.
 - 2. If the accessory dwelling unit is a manufactured home, the manufactured home shall be erected and permanently attached on a permanent foundation and shall be made to match the primary dwelling in terms of architectural style, exterior materials and colors, and roof pitch.
- J. No Separate Conveyance. Except as provided in Government Code Section 65852.26, an accessory dwelling unit shall not be sold or otherwise conveyed separately from the parcel and the primary dwelling(s).
- K. Rental Term. No accessory dwelling unit shall be rented for a term of less than 30 days.
- L. Impact Fees. No impact fees (including school fees) shall be charged to an accessory dwelling unit that is less than 750 square feet in size. Any impact fee charged to an accessory dwelling unit 750 square feet or larger in size shall be charged proportionately in relation to the square footage of the primary dwelling unit (e.g. the floor area of the primary dwelling, divided by the floor area of the accessory dwelling unit, times the typical fee amount charged for a new dwelling). For purposes of calculating the fees for an accessory dwelling unit on a lot with a multi-family dwelling, the proportionality shall be based on the average square footage of the units within that multi-family dwelling structure. For accessory dwelling units converting existing space with a 150 square foot expansion, a total unit square footage over 750 square feet shall be charged proportionately in relation to the square footage of the primary dwelling unit(s).

17.132.090. Additional Standards Applicable to Attached and Detached Accessory Dwelling Units.

The following standards shall apply only to attached and detached accessory dwelling units.

- A. Unit Size Requirements. Attached and detached accessory dwelling units shall comply with the following unit size requirement:
 - 1. Attached Units. May not exceed 850 square feet if it has fewer than two bedrooms or 1,000 square feet if it has two bedrooms. No more than two bedrooms are allowed. an attached accessory dwelling unit shall not exceed 50 percent of the floor area of the primary dwelling.
 - 2. Detached Units. May not exceed 850 square feet if it has fewer than two bedrooms or 1,000 square feet if it has two bedrooms. No more than two bedrooms are allowed.
 - 3. Unit Type Combinations. A detached, new construction accessory dwelling unit may be combined on the same parcel with one junior accessory dwelling unit. When combined with a junior accessory dwelling unit, the maximum size of the detached accessory dwelling unit is limited to 800 square feet, regardless of the number of bedrooms.
 - 4. Measurement of Unit Size. Square footage is measured from the exterior walls at the building envelope, excluding any garage area or unenclosed covered porch areas. For the purposes of measurement all attached and/or interior storage areas, mezzanines, lofts, attics (except those less than seven feet in height accessed by a crawlspace and/or other code compliant access), and similar uses shall be counted in the total square footage.
- B. Height. Accessory dwelling units are limited to a maximum height of 16 feet, except as established below:

1. Detached Units Located Adjacent Transit Services. If a detached accessory dwelling is located within a half-mile of a major transit stop or high-quality transit corridor, as defined in Chapter 17.04 (General Provisions and Definitions), the unit is limited to a maximum height of 18 feet, and may be up to two feet taller, for a maximum of 20 feet, if necessary to match the roof pitch of the primary dwelling unit.
 2. Detached Units on Multi-Family Residential Dwelling Parcels. If a detached accessory dwelling is located on a parcel with a multistory, multi-family dwelling structure, the detached accessory dwelling unit is limited to a maximum height of 18 feet.
 3. Accessory Dwelling Units Above Garages. An accessory dwelling unit located above a detached garage is limited to a maximum height of 25 feet.
 4. Attached Units. An accessory dwelling attached to the primary dwelling is limited to the height allowed in the underlying zoning district.
- C. Parking. One off-street parking space is required for an accessory dwelling unit in addition to that required for the primary dwelling, except as established below.
1. No off-street parking shall be required if any of the following circumstances exist:
 - a. The accessory dwelling unit is located within one-half mile of public transit.
 - b. The accessory dwelling unit is located on a property which is recognized as historically significant.
 - c. The accessory dwelling unit is part of the existing primary residence or an existing accessory structure.
 - d. When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.
 - e. Where there is a car share vehicle located within one block of the accessory dwelling unit.
 2. The required off-street parking space may be covered or uncovered and shall be allowed in tandem and in setback areas, unless the review authority makes specific findings that such parking is not feasible due to specific site topographical or fire and life safety conditions.
 3. If a garage, carport, or covered parking is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, replacement parking is not required.

17.132.100. Standards Applicable to Converted Accessory Dwelling Units.

The following standards apply only to converted accessory dwelling units:

- A. Limited Expansion. Conversions may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing structure if the expansion is for the sole purpose of accommodating ingress and egress to the converted structure.
- B. Exterior Access Required. The converted space or structure shall have exterior access.
- C. Setbacks. An accessory dwelling unit or portion of an accessory dwelling unit located within the existing space of an existing dwelling or within an existing detached accessory structure shall not require a setback from the rear, street side, or interior side property lines.
- D. Parking. No additional off-street parking is required for the converted accessory dwelling unit. If replacement parking is provided, the replacement spaces shall be located in any configuration on the same parcel as the accessory dwelling unit and may include but is not limited to covered spaces, uncovered spaces, or tandem spaces. Replacement parking may only occur on driveways leading to a required parking space or in rear yard on a paved surface.
- E. Unit Size Requirements. The conversion of an existing accessory structure or a portion of the existing primary dwelling to an accessory dwelling unit is not subject to unit size requirements established in this

Chapter. For example, if an existing 2,000 square-foot accessory structure was converted to an accessory dwelling unit, it would not be subject to the established unit size requirements.

17.132.110. Standards Applicable to Junior Accessory Dwelling Units.

The following standards apply only to junior accessory dwelling units.

- A. Where Allowed. Junior accessory dwelling units shall only be allowed on parcels zoned for single-unit residential dwellings and that include an existing or proposed single-unit dwelling.
- B. Location on Parcel. A junior accessory dwelling unit shall be allowed in the following locations:
 - 1. Within the walls of an existing or proposed single-unit dwelling.
 - 2. Combined with a detached or new construction accessory dwelling unit. When combined with a junior accessory dwelling unit, the maximum size of the accessory dwelling unit is limited to 800 square feet, regardless of the number of bedrooms.
- C. Number of Units Per Parcel. A maximum of one junior accessory dwelling unit shall be allowed on any parcel.
- D. Unit Size Requirements. The total area of floor space for a junior accessory dwelling unit shall not exceed 500 feet and shall not expand the size of an existing single-unit dwelling by more than 150 square feet, provided such expansion is provided solely for the purpose of accommodating ingress and egress.
- E. Efficiency Kitchen. A junior accessory dwelling unit shall include an efficiency kitchen, requiring and limited to the following components:
 - 1. A sink with a maximum waste line drain of one-and-on-half inches;
 - 2. A cooking facility with appliances which do not require electrical service greater than one 120 volts or natural or propane gas;
 - 3. A food preparation counter or counters that total at least 15 square feet in area; and
 - 4. Food storage cabinets that total at least 30 square feet of shelf space.
- F. Parking. No off-street parking is required for the junior accessory dwelling unit.
- G. Entrance. The junior accessory dwelling unit shall include an exterior entrance separate from the main entrance to the existing or proposed single-unit dwelling. If a bathroom facility is not shared with the single-unit dwelling, the junior accessory dwelling may, but is not required to, include an interior entry into the main living area, which may include a second interior doorway for sound attenuation.
- H. Deed Restriction. Junior accessory dwelling units shall comply with the following deed restriction requirements:
 - 1. Deed Restriction Required. Prior to issuance of a Building Permit for a junior accessory dwelling unit, a deed restriction shall be recorded against the title of the property in the Tehama Recorder's office and a copy filed with the City. The deed restriction shall run with the land and bind all future owners. The form of the deed restriction will be provided by the City and shall provide that:
 - a. The junior accessory dwelling unit shall not be sold separately from the primary dwelling, except as may otherwise be permitted by State law.
 - b. The junior accessory dwelling unit is restricted to the approved size and other attributes allowed by this Section.
 - c. The deed restriction runs with the land and shall be enforced against future property owners.
 - 2. Deed Restriction Removal. The deed restriction may be removed if the property owner eliminates the junior accessory dwelling unit. To remove the deed restriction, a property owner shall make a written request of the City, providing evidence that the junior accessory dwelling unit is eliminated. The City shall determine the junior accessory dwelling unit has been eliminated. If the junior accessory dwelling

unit is not entirely physically removed but is only eliminated by virtue of having a necessary component of a junior accessory dwelling unit removed, the remaining structure and improvements shall otherwise comply with all applicable development and building standards.

3. Enforcement. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the City is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the accessory dwelling unit in violation of the recorded restrictions or abatement of the illegal unit.

“Exhibit B”

Title 17 - Zoning

Chapter 17.112 - Applications and Procedures, Section .080 – Reasonable Accommodation

- A. **Purpose.** This Section provides a procedure to request Reasonable Accommodation for persons with disabilities seeking equal access to housing under the California Fair Employment and Housing Act, the Federal Fair Housing Act, and the Americans with Disabilities Act (ADA) (referred to in this Section as the Acts) in the application of zoning laws and other land use regulations, policies, and procedures. A Reasonable Accommodation is typically an adjustment to physical design standards (e.g., setbacks) to accommodate the placement of wheelchair ramps or other exterior modifications to a structure in response to the needs of a qualifying disabled resident. [Source: NEW]
- B. **Applicability.** The provisions established in this Section shall apply as follows:
1. **Eligible Applicants.** The following persons may submit a request for Reasonable Accommodation:
 - a. A request for Reasonable Accommodation may be made by any person with a disability, their representative, or any entity, when the application of a zoning law or other land use regulation, policy, or practice acts as a barrier to fair housing opportunities. [Source: NEW]
 - b. A person with a disability is a person who has a physical or mental impairment that limits or substantially limits one or more major life activities, anyone who is regarded as having this type of impairment, or anyone who has a record of this type of impairment. Also see other disabilities covered under the Acts. [Source: NEW]
 2. **Eligible Requests.** Requests for Reasonable Accommodations shall comply with the following:
 - a. A request for Reasonable Accommodation may include a modification or exception to the practices, rules, and standards for the development, siting, and use of housing or housing-related facilities that would eliminate regulatory barriers and provide a person with a disability equal opportunity to housing of their choice. [Source: NEW]
 - b. A request for Reasonable Accommodation shall comply with all applicable provisions established in Chapter 17.112 (Applications and Procedures), of this Title. [Source: NEW]

- C. **Application Filing, Processing, and Review.** The filing, processing, and review of an application for a Reasonable Accommodation shall comply with the following:
1. **Application.** An application for Reasonable Accommodation shall be filed and processed in compliance with this Paragraph. The application shall include the information and materials specified in the most up-to-date application form, together with the required fee in compliance with the Master Fee Schedule. [Source: NEW]
 2. **Filing with Other Land Use Applications.** If the project involves both a request for Reasonable Accommodation and some other discretionary approval (i.e., use permit), the applicant shall file the information required by Subparagraph 1 (Application), above, together with the materials required for the other discretionary approval. [Source: NEW]
 3. **Responsibility of the Applicant.** It is the responsibility of the applicant to provide evidence in support of the findings required by, of this Section. [Source: NEW]
 4. **Review Authority.** The community development director or city administrator designee shall be the review authority and shall be responsible for accepting, reviewing, and acting on Reasonable Accommodation requests. [Source: NEW]
 5. **Application and Review Procedures.** Upon receipt of a Reasonable Accommodation request, the community development director or city administrator designee shall make a written decision and either approve, conditionally approve, approve with modifications, or deny a request for accommodation. See Subsection D (Findings and Decision). [Source: NEW]
- D. **Findings and Decision.** The written decision to approve, conditionally approve, approve with modifications, or deny a request for Reasonable Accommodation shall consider the following factors: [Source: NEW]
1. Whether the land use, which is the subject of the request, will be used by an individual defined as disabled under the Acts; [Source: NEW]
 2. Whether the request for Reasonable Accommodation is necessary to make specific land uses available to an individual with a disability under the Acts; [Source: NEW]
 3. Whether the requested Reasonable Accommodation would impose an undue financial or administrative burden on the City; [Source: NEW]
 4. Whether the requested Reasonable Accommodation would require a fundamental alteration in the nature of a City program or law, including, but not limited to, land use and zoning; [Source: NEW]
 5. Potential impact on surrounding uses; [Source: NEW]
 6. Physical attributes of the property and structures; and [Source: NEW]

7. Alternative Reasonable Accommodations that may provide an equivalent level of benefit.
[Source: NEW]
- E. **Conditions of Approval.** In approving a request for Reasonable Accommodation, the community development director or city administrator designee shall impose conditions of approval deemed reasonable and necessary to ensure the Reasonable Accommodation will comply with Subsection D (Findings and Decision). of this Section. [Source: NEW]
- F. **Rescission and Discontinuance.** The rescission and discontinuance of a Reasonable Accommodation shall comply with the following provisions:
- A. **Rescission.** An approval or conditional approval of a Reasonable Accommodation request application made in compliance with this Section may be conditioned may be rescinded or automatically expired under appropriate circumstances (e.g., the disabled individual vacates the subject parcel), unless allowed to remain in compliance with Subparagraph B (Discontinuance), below. [Source: NEW]
- B. **Discontinuance.** A request for Reasonable Accommodation shall be deemed discontinued in the following circumstances:
1. A Reasonable Accommodation shall lapse if the exercise of rights granted by it is discontinued for at least 180 consecutive days. [Source: NEW]
 2. If the person(s) initially occupying the parcel or land use vacates, the Reasonable Accommodation shall remain in effect only if the community development director or city administrator designee first determines that: [Source: NEW]
 - a. The modification is physically integrated into the structure and cannot easily be removed or altered to comply with the provisions of this Section; or [Source: NEW]
 - b. The Reasonable Accommodation is to be used by another qualifying individual with a disability. If a Reasonable Accommodation is to be used by another qualifying individual, the community development director or city administrator designee shall request the applicant or the successor(s)-in-interest to the property to provide documentation that subsequent occupants are qualifying persons with disabilities. Failure to provide the documentation within 10 business days (excluding holidays) of the date of a request by the community development director or city administrator designee shall constitute grounds for discontinuance of the previously approved Reasonable Accommodation. [Source: NEW]

ADMINISTRATIVE REPORT

May 28, 2024

City of Susanville

Housing Element Compliant Zoning Code Amendments to Increase Housing Supply and Affordability

Environmental Determination

Background

The City of Susanville is considering adoption of Zoning Code amendments to implement its 2019-2024 Housing Element and comply with State law. These amendments include accessory dwelling unit provisions, objective multifamily residential design and development standards, reasonable accommodations, and several other technical amendments as specified in the 2019-2024 Housing Element Action Programs. The City has prepared these amendments in response to recent changes in California law that require all cities and counties to adopt such provisions to increase housing supply and affordability. Because this action requires City Council approval, and such approval will establish new development regulations, the action is considered a Project under the California Environmental Quality Act. As such, the City is required to make an environmental determination for the Project prior to any action on the Project. To make this determination, the following considerations are addressed here: the Project Description, relevant State Housing Law, the 2019-2024 Housing Element, and the 2019-2024 Housing Element Addendum to the 1990 General Plan PEIR.

Project Description

The proposed Project includes several Zoning Code amendments intended to comply with State law, and implement the 2019-2024 Housing Element, including accessory dwelling unit provisions, objective multifamily residential design and development standards, reasonable accommodations, and several other technical amendments.

Accessory Dwelling Unit Provisions.

The existing Second Residential Dwelling Ordinance are revised to include provisions and regulations for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) pursuant to Action Program 1.2. The purpose of the new ADU provisions is to provide regulations for the development of accessory dwelling units through a ministerial process consistent with California Government Code Section 65852.2. The regulations are intended to:

- Implement the provisions of the General Plan Housing Element.
- Assure compliance with California Government Code Section 65852.2 and other relevant housing laws.

- Encourage the development of accessory dwelling units.
- Streamline and minimize governmental constraints on residential development.
- Minimize potential adverse impacts on public health, safety, and general welfare that may be associated with accessory dwelling units.

Some of the key ADU provisions include:

- ADUs are allowed on every residential parcel.
- Over the counter ministerial approval of ADUs.
- Define detached, attached, and junior ADUs.
- Detached, attached, and junior ADUs are allowed on a parcel with a single family dwelling.
- Standards that apply to all ADUs include parcel size, parcel coverage, design, rental terms, impact fees, and fire sprinklers.
- Standards that apply to attached and detached ADUs include; unit size, structure height, and parking requirements.
- Standards that apply to converted ADUs include expansion limits, exterior access, setbacks, parking, and unit size.
- Standards that apply to JADUs include where they allowed, location on parcel, number of units, unit size, efficiency kitchen, parking, unit entrance, and deed restrictions

Objective Multifamily Residential Design and Development Standards

The Project includes objective design and development standards for multifamily residential development, including standards for multifamily uses in the R-2, R-3, and R-4 zones in compliance with Senate Bill 35 (Action Program 2.12). These standards establish a process to permit multi-family housing by-right, without discretionary review, consistent with State law. The standards are intended to facilitate increased development at allowable densities and provide guidance and certainty in design standards to ensure quality housing is developed in the city. The significant features of the new standards are:

- **Site Layout and Design.** The site layout and design standards address natural features; alternative energy applications; clustering; pedestrian and bicycle circulation; bicycle parking; service areas and auxiliary structures; setbacks; and site distance area
- **Architecture Design.** Architectural design standards address building color and materials' fences and walls; roof top equipment; and structure massing.
- **Parking, Landscaping, Open Space, and Lighting.** The parking, landscaping, open space, and lighting standards address open space; exterior lighting, and parking

Technical Zoning Code Amendments

The Project includes several technical Zoning Code amendments intended to streamline housing production and implement several 2019-2024 Housing Element action programs. The amendments include:

- Employee Housing. Allows employee housing in all zoning districts that allow residential uses to comply with the State Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6. (Action Program 1.2)
- Single Room Occupancy Units. Defines and allows single room occupancy units with a use permit in the Multi-Family Residential (R-4), Uptown Business District (UBD) and General Commercial (C-2) zoning districts. (Action Program 1.2)
- Transitional and Supportive Housing. Defines and allows transitional and supportive housing as permitted uses subject to the same restrictions on residential uses in the same type of structure. In addition, transitional and supportive housing is allowed as permitted use, without discretionary review, in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses. (Action Program 1.2)
- Reasonable Accommodations Ordinance. Includes reasonable accommodation provisions that formalize a general process for reasonable accommodations. (Action Program 2.7)
- Low Barrier Navigation Centers. Includes provisions to allow low barrier navigation centers for homeless per Government Code 65660-65668. (2019-2024 Housing Element Action Program 2.9)
- Density Bonus Law. Amends the Zoning Code to comply with State density bonus law. (Action Program 2.11)

CEQA Requirement

The California Environmental Quality Act (CEQA) requires public agencies to evaluate the potential physical impacts of proposed projects prior to approving a project and, if necessary, impose feasible mitigation measures to reduce significant project impacts to a less than significant level. Once a proposed action is determined to be a project as defined by CEQA, a Lead Agency can make one of four basic determinations: the project is statutorily or categorically exempt; the project impacts have already been addressed as a part of another project impact analysis; prepare a negative declaration or mitigated negative declaration; or prepare an environmental impact report (for which there are several sub-categories).

If the City determines the proposed Project is part of a larger project (the 1990 General Plan or the 2019-24 Housing Element) it must make certain additional determinations. When an EIR has been certified or an Addendum to that EIR, in this case the 1990 General Plan PEIR, no subsequent EIR or negative declaration needs to be prepared for that project unless the lead agency makes one of more of the following determinations:

1. Substantial changes are proposed in the project which will require major revisions of the previous EIR or negative declaration;
2. Substantial changes will occur with respect to the circumstances under which the project is undertaken which will require major revisions of the previous EIR or negative declaration; or
3. New information of substantial importance shows any of the following:
 - a. The project will have one or more significant effects not discussed in the previous EIR or negative declaration;

- b. Significant effects previously examined will be substantially more severe than shown in the previous EIR;
- c. Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the Project; or
- d. Mitigation measures or alternatives which are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant effects on the environment.

Analysis

In order to make a determination for the appropriate CEQA analysis for the proposed Project, the City has considered relevant State laws; adopted City plans, policies, programs; and previous CEQA analysis, which are described here.

Relevant State Housing Law

Increasing concern in the last few years about housing supply and affordability in California have resulted in the State enacting a number of new laws aimed at addressing those concerns. One key aspect of the new housing laws is to limit local government discretion related to the approval of new housing development. The underlying intent of many of the new laws is to make it easier and less costly to develop new housing in California, especially higher density, more affordable housing. To this end, several new State laws now require local governments to establish accessory dwelling units regulations and objective design and development standards for multi-family residential development, and a non-discretionary, by-right approval process for those developments. New state law also requires a number of other zoning code provisions be revised or included to increase housing supply and affordability. The following is a partial summary of some of the relevant, new State housing laws that are the impetus for this Project.

SB 35

This law establishes a streamlined, ministerial review process for certain multi-family affordable housing projects that are proposed in local jurisdictions that have not met regional housing needs, until 2026. Projects streamlined under this law must meet relevant objective standards.

SB 166

This law amends the No Net Loss Zoning law to require local governments to accommodate remaining unmet housing need at all times, identifying new sites for affordable housing when market-rate housing is developed on sites for affordable housing.

SB 330

This law prohibits a city or county from enacting a development policy or standard that would reduce intensity of land use, impose subjective design review standards, limit the amount of housing, impose development moratoriums, limit land use approvals or permits, cap housing units, or cap population. The law additionally makes numerous changes to housing permitting. Preliminary applications for housing may be submitted and must contain specified information. Local governments are prohibited

from applying ordinances to a development after a preliminary application is submitted and cannot hold more than five hearings on approval of a housing project that complies with objective standards when the preliminary application is deemed complete. These provisions expire on January 1, 2025.

AB 68, AB 881, SB 13 , AB 587, AB 670, and AB 671

These laws were part of the first State ADU and JADU legislation. Among other things, these laws address the following provisions:

- Prohibit local jurisdictions from establishing minimum parcel sizes for ADUs.
- Clarify that areas designated by local agencies for ADUs may be based on the adequacy of water and sewer services, as well as on impacts on traffic flow and public safety.
- Prohibit local jurisdictions from requiring replacement off-street parking for ADUs created through the conversion of a garage, carport or covered parking structure.
- Reduce the maximum ADU and JADU application review time from 120 days to 60 days.
- Clarify that “public transit” includes various means of transportation that charge set fees, run on fixed routes, and are available to the public.
- Establish impact fee exemptions and limitations based on the size of the ADU. ADUs up to 750 square feet are exempt from impact fees, and ADUs that are larger than 750 square feet may be charged impact fees but only fees that are proportional in size (by square foot) to those for the primary dwelling unit.
- Allow the construction of JADUs even where a local agency has not adopted an ordinance expressly authorizing them.
- Allows a permitted JADU to be constructed within the walls of the proposed or existing single-family residence and eliminates the required inclusion of an existing bedroom and an interior entry into the single-family residence.

AB 2221

This law makes clarifying changes to existing ADU law to close procedural and permitting loopholes for approving ADUs at the local level. Existing State law requires local agencies to “act on” an ADU application within 60 days. AB 2221 eliminates the ambiguity of this requirement by clarifying that local agencies shall approve or deny an ADU application within 60 days of application submittal. Additionally, AB 2221 prohibits local agencies from imposing front setback requirements for ADUs that are 800 square feet or smaller in size and which otherwise adhere to the established side and rear setbacks.

SB 897

This law amends the existing height limit requirement for attached and detached ADUs. Under SB 897 local agencies must allow ADUs taller than 16 feet in the following circumstances:

- If the ADU is located within a half-mile of a major transit stop or high quality transit corridor, a detached ADU that is on a parcel with a single-family or multi-family dwelling may be up to 18 feet in height by-right, and the ADU be up to two feet taller (for a maximum of 20 feet) if necessary to match the roof pitch to that of the primary dwelling.

- If a detached ADU is on a parcel with an existing or proposed multistory multi-family dwelling, the ADU may be up to 18 feet in height, regardless of how close it is to transit.
- An attached ADU may now be up to 25 feet high or as high as a primary dwelling is allowed under the underlying zone, whichever is lower. However, a local agency may still limit the ADU to two stories.

AB 345

This law requires the allowance of the separate conveyance of ADUs from the primary dwelling in certain circumstances, including:

- The property is held in a recorded tenancy in common agreement that meets certain requirements.
- There is an enforceable restriction on the use of the property between the low-income buyer and nonprofit that complies with the requirements of the Revenue and Taxation Code.
- The ADU or primary dwelling was built or developed by a qualified nonprofit.
- The entire property is subject to affordability restrictions to assure that the ADU and primary dwelling are preserved for owner-occupied, low-income housing for 45 years and are sold or resold only to a qualified buyer.

AB 3182

This law further address barriers to the development and use of ADUs and JADUs. The law, among other changes, addresses the following:

- Applications for ADUs or JADUs must be deemed approved (not just subject to ministerial approval) if the local agency has not acted on the completed application within 60 days.
- Provides for the rental or leasing of a separate interest ADU or JADU in a common interest development. However, no less than 25 percent of the separate interest units within a common interest development be allowed as rental or leasable units.
- Requires ministerial approval of an application for a building permit within a residential or mixed-use zone to create one ADU and one JADU per parcel, within the proposed or existing single-family dwelling if certain conditions are met.

AB 682

This law expands the existing density bonus law to include “shared housing buildings” as a housing development eligible for a density bonus and/or concession. The law defines a “shared housing building” as a residential mixed-use structure with five or more shared housing units, and one or more common kitchen and dining area, designed for permanent residence by its tenants. The law does not allow a local agency to require any minimum unit size requirements or minimum bedroom requirements for a shared housing building.

AB 1551

This law reinstates a previous law that sunset January 1, 2022, granting density bonuses to commercial developers. To be eligible for one of the six commercial density bonuses the developer must partner

with an affordable housing developer to build affordable housing where at least 30 percent are affordable to low-income households or 15 percent are affordable to very low-income households. The affordable units can either be built on the commercial site, or the developer can donate land or a cash payment to the affordable housing developer to construct affordable housing units elsewhere in the jurisdiction.

AB 571

This law places additional limits on the impact fees qualifying projects. Specifically, the law prohibits local agencies from charging affordable housing impact fees, including inclusionary zoning fees and in-lieu fees, against affordable units in density bonus housing developments.

AB 634

This law requires longer affordability periods for qualifying projects. The law allows a local government to adopt provisions requiring an affordability period of more than 55 years in density bonus housing projects. However, the local ordinance cannot impose affordability periods of more than 55 years in developments financed with low-income housing tax credits.

SB 290

This law makes several changes to the density bonus law, including:

- Provides one incentive or concession for density bonus projects that include at least 20 percent of the units for lower income students in a student housing development.
- Eliminates the ability of local governments to disapprove a developer's request for an incentive or concession, or a waiver or modification of development standards, on the grounds that it would have a specific adverse impact on the physical environment.
- Provides parking standards of one-half space per bedroom for housing developments which include at least 40 percent moderate income units that are located within a half mile of a major transit stop.
- Eliminates the requirement that for-sale units for moderate income households must be in a "common interest development" to qualify for a density bonus.
- Clarifies that for purposes of qualifying for a density bonus, the "total units" in a housing development include affordable units that are designated to satisfy local inclusionary housing requirements.
- Clarifies that for purposes of qualifying for a density bonus, affordable units for very low- or lower- income households can be either rental or for-sale units. (Affordable units for moderate income households still must be for-sale units and may not be rental units)

AB 682

This law expands the existing density bonus law to include "shared housing buildings" as a housing development eligible for a density bonus and/or concession. Density bonus provisions must include "shared housing buildings" as a residential building type that is eligible for a density bonus and/or concession and adopt a definition of "shared housing building" that is compliant with the State definition.

This law establishes that low barrier navigation center developments are essential tools for alleviating the homeless crisis in the State and are a matter of Statewide concern. As such, the law mandates low barrier navigation centers be allowed by-right in areas zoned for mixed uses and nonresidential zones permitting multi-family dwellings. In addition, local agencies may not impose parking requirements onto low barrier navigation centers.

2019-2024 Housing Element Action Programs

It is important to confirm that the Project is consistent with the 2019-2024 Housing Element. While the Housing Element is formally part of the 1990 General Plan, the 2019-2024 Element was prepared separately from (and subsequent to) the General Plan. The Housing Element includes several action programs which call for updating the Zoning Code to address compliance with State housing law.

Action Program [1.2]: Amend the Zoning Code to address the following:

Accessory Dwelling Units (ADU). Ensure compliance with Assembly Bill 2299 and Senate Bill 1069.

Employee Housing. Comply with the State Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6).

Single Room Occupancy Units. Define and allow with a use permit in the Multi-Family Residential (R-4), Uptown Business District (UBD) and General Commercial (C-2) Zoning Districts.

Transitional and Supportive Housing. Define and allow transitional and supportive housing as permitted uses subject to only the same restrictions on residential uses in the same type of structure. In addition, transitional and supportive housing must be allowed as a permitted use, without discretionary review, in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses.

Emergency Shelters. Allow emergency shelters by-right, without discretionary review, in the Public Facilities (PF) zoning district.

Action Program [2.7]: Develop and formalize a process for persons with disabilities to make a request to modify residential development standards to accommodate their specialized needs and streamline the permit review process.

Action Program [2.9]: Revise the Zoning Code to allow low barrier navigation centers for the homeless per Government Code 65660-65668.

Action Program [2.11]: Amend the Zoning Code to comply with State density bonus law.

Action Program [2.12]: Establish a written policy or procedure and other guidance as appropriate to specify the SB 35 streamlining approval process and standards for eligible projects.

2019-2024 Housing Element Addendum

The 2019-2024 Housing Element Addendum served as the environmental documentation for the 2019-2024 Housing Element update. The addendum to the 1990 General Plan Environmental Impact Report (EIR) (State Clearinghouse Number 1989050810) demonstrates that the analysis contained in that EIR adequately addressed the potential physical impacts associated with implementation of the 2019-2024 Housing Element and that none of the conditions described in California Environmental Quality Act (CEQA) Guidelines Section 15162 calling for the preparation of a subsequent EIR or negative declaration occurred.

The City adopted the 1990 General Plan and certified the General Plan EIR. While the General Plan EIR did not address the 2019-2024 Housing Element, the policies and programs in the General Plan address all physical development in the city. The Addendum compared the policy and program changes from the previous 5th cycle Housing Element to the 2019-2024 6th cycle Housing element.

As a policy document, the Housing Element will not result in physical changes to the environment but encourages the provision of affordable housing within the land use designations shown in the Land Use Element of the General Plan. None of the policies or programs in the 2019-2024 Housing Element would result in physical changes to the environment. Construction that could result in physical changes to the environment within the City is required to comply with the General Plan, Zoning Code, State and Federal permits, and local development standards. The 2019-2024 Housing Element serves as the City's guiding policy and program document to meet future needs of housing for all the City's economic levels. The 2019-2024 Housing Element replaces the existing 2014-2019 Housing Element.

Conclusion

As noted above, the Lead Agency can make one of four basic determinations for a Project as to the appropriate action to comply with CEQA: the project is statutorily or categorically exempt; the Project impacts have already been addressed in an environmental analysis as a part of a larger project; prepare a negative declaration or mitigated negative declaration; or prepare an environmental impact report (for which there are several sub-categories). Considered here is whether the 2019-2024 Housing Element Addendum addressed the potential environmental effects of the proposed Project, which will result in amendments to the City Zoning Code intended to increase housing supply and affordability.

While the proposed Project subject to this present analysis is not a "subsequent development project," it is both a subsequent project governed by the General Plan and will enable subsequent development projects subject to the proposed Zoning Code amendments and objective design standards. Since these subsequent projects will not be subject to discretionary review and therefore, not subject to additional CEQA analysis, the question is whether the 2019-2024 Housing Element Addendum adequately addresses the potential Project environmental impacts. The proposed Project is consistent with and implements the 2019-2024 Housing Element. Housing Element programs call for the City to amend the Zoning Code to address the following:

Accessory Dwelling Units (ADU). Ensure compliance with Assembly Bill 2299 and Senate Bill 1069.

Employee Housing. Comply with the State Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6).

Single Room Occupancy Units. Define and allow single room occupancy units with a use permit in the Multi-Family Residential (R-4), Uptown Business District (UBD) and General Commercial (C-2) Zoning Districts.

Transitional and Supportive Housing. Define and permit transitional and supportive housing as permitted uses subject to only the same restrictions on residential uses contained in the same type of structure and allow supportive housing as a permitted use, without discretionary review, in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses.

Emergency Shelters. Allow emergency shelters by-right, without discretionary review, in the Public Facilities (PF) zoning district.

Reasonable Accommodation. Develop and formalize a process that a person with disabilities will need to go through to make a reasonable accommodation request in order to accommodate the needs of persons with disabilities and streamline the permit review process.

Low Barrier Navigation Centers. Allow low barrier navigation centers for the homeless per Government Code 65660-65668.

Density Bonus. Comply with State density bonus law (Government Code Section 65915, as revised).

Objective Residential Design and Development Standards. Establish objective residential design and development standards to comply with the SB 35 streamlining approval process and standards for eligible projects, as set forth under GC Section 65913.4.

The proposed Project includes new Zoning Code provisions that address accessory dwelling units, objective multifamily residential design and development standards, single room occupancy units, transitional and supportive housing, emergency shelters, reasonable accommodations, low barrier navigation centers, and density bonus as specified in the 2019-2024 Housing Element. The City has prepared these standards in response to recent changes in California law that require all cities and counties to adopt such standards to increase housing supply and affordability. These provisions are intended to provide opportunities for the private sector to address the housing needs of citizens of all economic levels.

All the of these new Zoning Code provisions were addressed in the 2019-2024 Housing Element Addendum. The proposed Project is consistent with and implements the 2019-2024 Housing Element, which is an integral part of the General Plan. Based on the analysis, we conclude that the 2019-2024 Housing Element Addendum fully and adequately addresses the potential environmental impacts of the proposed Project.

Finally, based on the forgoing analysis, none of the circumstances described in CEQA Guidelines Section 15062 have occurred that would require the preparation of a subsequent EIR or Negative Declaration. There are no substantial changes proposed in the original project (the 1990 General Plan). This proposed Project serves as implementing several Housing Element programs. No substantial changes will occur with respect to the circumstances under which the Project will be undertaken. Finally, no new information has become available that would indicate new or more severe impacts would occur as a result of the project.

Recommendation

It is recommended that the City Council find that:

1. The proposed Zoning Code amendments addressing accessory dwelling unit provisions, objective multifamily residential design and development standards, reasonable accommodations, and other technical amendments (the proposed Project) are consistent with the 2019-2024 Housing Element;
2. The 2019-2024 Housing Element Addendum fully addresses the potential environmental impacts of the proposed Project, all potentially significant environmental impacts can be mitigated to a less than significant level or are subject to overriding social or economic considerations;
3. No substantial changes are proposed as a part of the Project which will require any revisions to the 2019-2024 Housing Element Addendum due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;
4. No substantial changes will occur with respect to the circumstances under which the project is undertaken which will require major revisions to the 2019-2024 Housing Element Addendum due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;
5. There is no new information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the 2019-2024 Housing Element Addendum was certified as complete, that would show any of the following:
 - a. The Project would have one or more significant effects not discussed in the 2019-2024 Housing Element Addendum;
 - b. Significant effects previously examined would be substantially more severe than shown in the 2019-2024 Housing Element Addendum;
 - c. Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the Project; or
 - d. Mitigation measures or alternatives which are considerably different from those analyzed in the 2019-2024 Housing Element Addendum would substantially reduce one or more significant effects on the environment measure or alternative; and
6. No further environmental analysis for the proposed Project is required.

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1 **WHEREAS**, it is the City’s intention that nothing in these Chapters shall be construed to
2 allow persons to engage in conduct that endangers others or causes a public nuisance.

3 **NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of
4 Susanville:

5 **SECTION 1:** Makes the following findings:

6 1. The proposed Text Amendments are consistent with the objectives, policies, general land
7 uses, and programs of the City of Susanville General Plan and Zoning section of the City of
8 Susanville Municipal Code.

9 2. The proposed ordinance is not subject to the California Environmental Quality Act (CEQA)
10 pursuant to CEQA Guidelines Sections 15282(h)(r),(s), and 15283 (Article 19 “Categorical
11 Exemptions”, of CEQA) because it does not have the potential for resulting in significant
12 physical changes to the environment, directly or indirectly.

13 3. The Environmental Impact Report Addendum (State Clearing House Number **1989050810**)
14 that was prepared for the 2019-2024 Housing Element update which was certified by the State
15 Housing and Community Development Department, adequately addresses the potential impacts
16 associated with the proposed Ordinance additions and amendments. None of the
17 circumstances presented in the Ordinance updates would trigger the need for a subsequent EIR
18 addendum or Mitigated/Negative Declaration pursuant Section 15062 of the CEQA Guidelines.

19 4. That the establishment, maintenance, or operation of the subject use, building or facilities
20 applied for will not, under the circumstances of the particular use, with the conditions imposed
21 thereon, be detrimental to or contrary to the health, safety, peace, morals, comfort, and general
22 welfare of persons residing or working in the neighborhood of the proposed use and will not be
23 injurious or detrimental to property or improvements in the neighborhood or the general welfare
24 of the city.

25 **SECTION 2:** Recommends to City Council adoption of Ordinance No. 24-10XX amending Title
26 17 of the Susanville Municipal Code as follows:

27 Amendment of Chapter 17.08 “Definitions” to include “Employee Housing”, “Low Barrier
28 Navigation Center”, “Single Room Occupancy”, “Supportive Housing”

1 Amendment of Chapters 17.12, 17.16, 17.20, 17.24, 17.28, 17.32, 17.36, 17.40, 17.44, 17.96,
2 and 17.104 (Objective Design Standards for Multifamily Housing).

3 Addition of Chapter 17.132 Density Bonus and Affordable Housing.

4 Addition of Addition of Chapter 17.136 Accessory Dwelling Units (ADUs).

5 Addition of Chapter 17.112.080 Reasonable Accommodations.

6 **SECTION 3.** Government Code Section 65860 provides that zoning ordinances must be
7 consistent with the City's general plan. The Planning Commission hereby makes a finding that
8 the zoning ordinance is consistent with the General Plan as it furthers the following objectives
9 and goals of the General Plan's 2019-2024 Housing Element.

10 **SECTION 4:** The City of Susanville Planning Commission does hereby ordain that Chapter 17 is
11 hereby recommended to be amended as shown in **Exhibit A, and Exhibit B**, and attached
12 hereto adding Chapters 17.130, 17.132, 17.136, 17.112.080, and amending Chapters 17.08 and
13 17.12, 17.16, 17.20, 17.24, 17.28, 17.32, 17.36, 17.40, 17.44, 17.96, 17.104, to regulate and
14 streamline density bonus and affordable housing incentives, accessory dwelling units (ADUs),
15 reasonable accommodations, multifamily objective design standards, and establishing
16 standards for their uses within the City's Municipal Code.

17 **SECTION 5.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or
18 its application to any person or circumstance is held to be invalid or unconstitutional by the
19 decision of any court of competent jurisdiction, such decision shall not affect the validity of the
20 remaining portions of this Ordinance or its application to other persons or circumstances. The
21 Planning Commission declares that it would have adopted this Ordinance and each section,
22 subsection, sentence, clause, phrase or portion thereof despite the fact that any one or more
23 sections, subsections, sentences, clauses, phrases, or portions be declared invalid or
24 unconstitutional and, to that end, the provisions hereof are hereby declared severable.

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APPROVED: _____
Melanie Westbrook, Chairperson
Planning Commission
City of Susanville, State of California

ATTEST: _____
Heidi Whitlock, City Clerk
Secretary to the Planning Commission

The foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission of the City of Susanville, held on the 28th day of May 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk
Secretary to the Planning Commission

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: May 28, 2024

SUBJECT: Introduce New Code Enforcement Officer, Mike Prettyman

PRESENTED BY: Kelly Mumper

SUMMARY: None.

FISCAL IMPACT: None.

ACTION REQUESTED: Welcome New Code Enforcement Officer, Mike Prettyman

ATTACHMENTS:

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: May 28, 2024

SUBJECT: Code Enforcement General Updates: Abandoned Shopping Cart Ordinance updates from staff.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY: City staff to provide an update on abandoned shopping carts, current businesses that are geo-fenced and businesses that plan to geo fence or have recently.

City staff would also like to publicly thank Lassen Rural Bus and the Lassen Transit Service Agency for their continued efforts in collecting abandoned shopping carts from the bus stop locations around town and returning them to the rightful business locations.

FISCAL IMPACT: None.

ACTION REQUESTED: No action required.

ATTACHMENTS:

AGENDA ITEM NO. 5.C
Discussion Item

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: May 28, 2024

SUBJECT: General Plan Comprehensive Update. City Planner to provide an update regarding the new professional services contract and the timelines associated with each General Plan Element update.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY: On March 20, 2024, the City of Susanville City Council agreed to enter into a professional services contract with Mintier Harnish Planning Consultants, Environmental Planning Partners Inc., Bollard Acoustical Consultants, and Dynamic Planning + Science Consultants, to perform a comprehensive update to the City of Susanville General Plan 1990-2010. Specifically, the agreement will provide updates to the Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation program chapters in the existing general plan elements, including the required environmental clearance.

The timeline for completion and ultimate adoption of all affiliated updates is just over one year with a tentative completion date of September 2025.

A joint study session for the general public, planning commissioners, and city council members is tentatively scheduled for August 7, 2024. This is a great opportunity for the community members, planning commissioners, and city council members to interact and provide the consultants and staff comments and feedback as it relates to the specific elements which are to be updated. This outreach and the feedback that comes from it is crucial for staff and the consultants when formulating or modifying existing policies, procedures, and goals.

Once completed the comprehensive update will reflect a completely update general plan with a new time frame of 2025-2050.

The Land Use and Circulation Elements are now final and have been adopted by City Council and appropriate documents have

been recorded and filed with the Lassen County Clerk and State Fish and Wildlife Department.

FISCAL IMPACT: \$400K to the General Fund.

ACTION REQUESTED: No action required.

ATTACHMENTS:
[2024 Mintier Harnish General Plan-\(signed\).pdf](#)

**STANDARD FORM PROFESSIONAL SERVICES CONTRACT BETWEEN
THE CITY OF SUSANVILLE AND
MINTIER & HARNISH PLANNING CONSULTANTS**

THIS PROFESSIONAL SERVICES CONTRACT ("Contract") is made and entered into this 29th day of April 2024, by and between the CITY OF SUSANVILLE ("City"), and Mintier & Harnish, LP ("Consultant").

RECITALS

WHEREAS, City desires to retain a Consultant(s) to provide the following services:

Comprehensive updates to the *City of Susanville General Plan 1990-2010*, of its Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements, including the required environmental clearance. The selected Consultant will review the City's existing Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements, including the required environmental clearance, and update the document to reflect current conditions and City policies to meet the requirements found at Government Code Section 65302 within legally mandated timeframes.; and

WHEREAS, Consultant warrants that it is qualified and agreeable to render the aforesaid services.

AGREEMENT

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by City, the parties agree to the following:

- I. **SCOPE OF SERVICES:** Consultant agrees to provide all of the services described in Exhibit A, which includes the scope of services provided in Consultant's Proposal titled "*Proposal for Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements, including the required environmental clearance. The selected Consultant will review the City's existing Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements Update,*" dated January 8, 2024, and submitted by Mintier Harnish Planning Consultants.
- II. **ADDITIONAL SERVICES:** The City may desire services to be performed which are relevant to this Contract or the services to be performed hereunder but have not been included in the scope of the services listed in Paragraph I above, and Consultant agrees to perform said services upon the written request of City. These additional services could include, but are not limited to, any of the following:
 - A. Serving as an expert witness for the City in any litigation or other proceedings involving the project or services.

- B. Services of the same nature as provided herein are required as a result of events unforeseen on the date of this contract.

III. CITY FURNISHED SERVICES: The City agrees to:

- A. Facilitate access to and make provisions for the Consultant to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.

IV. TERM OF CONTRACT: This Contract shall commence on April 29, 2024, and shall terminate on April 29, 2026, unless sooner terminated in accordance with the terms hereunder. The project schedule is attached hereto as Exhibit C.

V. CONTRACT PERFORMANCE TIME: All the work required by this Contract shall be completed and ready for acceptance no later than April 29, 2026. Time is of the essence with respect to this Contract.

VI. FEES: The fees for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as Exhibit B. Said fees shall remain in effect for the entire term of this Contract.

VII. MAXIMUM COST TO CITY: Notwithstanding any other provision of this Contract, in no event will the cost to City for the services to be provided herein exceed the maximum sum of \$399,530.00 including direct non-salary expenses.

VIII. PAYMENT: The fees for services under this Contract shall be due within 60 calendar days after receipt and approval by City of an invoice covering the service(s) rendered to date.

With respect to any additional services provided under this Contract as specified in Paragraph II hereof, Consultant shall not be paid unless Consultant has received written authorization from City for the additional services prior to incurring the costs associated therewith. Said additional services shall be charged at the rates set forth in Exhibit B.

Invoices or applications for payment to the City shall be sufficiently detailed and shall contain full documentation of all work performed and all reimbursable expenses incurred. Where the scope of work on the Contract is divided into various tasks, invoices shall detail the related expenditures accordingly. Labor expenditures need documentation to support time, subsistence, travel, and field expenses. No expense will be reimbursed without adequate documentation. This documentation will include, but not be limited to, receipts for material purchases, rental equipment and subconsultant work.

Notwithstanding any other provision herein, payment may be delayed, without penalty, for any period in which the State or Federal Government has delayed distribution of funds that are intended to be used by the City for funding payment to Consultant.

- IX. **INSURANCE:** Consultant shall procure and maintain, for the duration of the Contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or subconsultants.

Minimum Scope and Limit of Insurance

- A. The Consultant shall maintain a commercial general liability (CGL) insurance policy (Insurance Services Office Form CG 00 01) covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury, with limits in the amount of \$1,000,000, and a general aggregate limit of \$2,000,000.

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the General Liability Policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work or operations. Additional insured should read as follows:

City of Susanville
66 N. Lassen Street.
Susanville, CA 96130

- B. The Consultant shall be required to carry: professional coverage in the amount of \$1,000,000 per occurrence or claim, and \$2,000,000 aggregate.

Prior to the commencement of any work hereunder, the Consultant shall supply a Certificate of Insurance and endorsements, signed by the insurer, evidencing such insurance as specified above to City. However, failure to obtain and provide the required documents to City prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Each insurance policy required above shall provide that coverage and shall not be canceled, except with twenty-days prior written notice to the City.

Insurance is to be placed with an insurer with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

For any claims related to this Contract, the Consultant's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 with respect to the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers, shall be in excess of the Consultant's insurance and shall not contribute with it.

Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

In the event the policy is canceled prior to the completion of the project and the Consultant does not furnish a new Certificate of Insurance prior to cancellation, the City may obtain the required insurance and deduct the premium(s) from contract monies due to the Consultant.

If the policy is a claim made policy, the policy shall contain language providing coverage for up to six months following the completion of the contract in order to provide insurance coverage for the indemnification provision herein.

- X. **WORKERS' COMPENSATION:** The Consultant acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code and it certifies that it will comply with such provisions before commencing the performance of the services to be performed under this Contract and at all times during the performance of the services to be performed hereunder. A copy of the certificates evidencing such insurance with policy limits of at least \$1,000,000 per accident for bodily injury or disease (or, in the alternative, a signed City Workers' Compensation Exemption form) shall be provided to City prior to commencement of work.
- XI. **INDEMNIFICATION:** Consultant agrees to indemnify, defend at its own expense, and hold City harmless from any and all liabilities, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from any and all negligent acts or omissions to act of Consultant or its officers, agents, or employees in performing services under this Contract; excluding, however, such liabilities, claims, losses, damages, or expenses arising from City's sole negligence or willful misconduct.
- XII. **NONDISCRIMINATORY EMPLOYMENT:** In connection with the execution of this Contract and the services to be provided hereunder, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.

- XIII. INTEREST OF PUBLIC OFFICIALS: No officer, agent or employee of the City during their tenure, nor for one year thereafter, shall have any interest, direct or indirect, in this Contract or the proceeds thereof.
- XIV. SUBCONTRACTING AND ASSIGNMENT: The rights, responsibilities and duties established under this Contract are personal to the Consultant and may not be subcontracted, transferred or assigned without the express prior written consent of the City.
- XV. LICENSING AND PERMITS: The Consultant shall maintain the appropriate licenses throughout the life of this Contract. Consultant shall also obtain any and all permits which might be required by the work to be performed herein.
- XVI. BOOKS OF RECORD AND AUDIT PROVISION: Consultant shall maintain on a current basis, complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids and all expenditures for which any reimbursement is sought. The books and records shall be original entry books. In addition, Consultant shall maintain detailed payroll records, including all subsistence, travel and field expenses, and canceled checks, receipts, and invoices for all items for which any reimbursement is sought. These documents and records shall be retained for at least ten years from the completion of this Contract (42CFR Sections 433.32, 438.3(h) and (u)). Consultant will permit City to audit all books, accounts or records relating to this contract or all books, accounts or records of any business entities controlled by Consultant who participated in this contract in any way. Any such audit may be conducted on Consultant's premises, or, at City's option, Consultant shall provide all books and records within a maximum of fifteen (15) calendar days upon receipt of written notice from City.
- Consultant shall promptly refund any moneys erroneously charged. If City ascertains that it has been billed erroneously by Consultant for an amount equaling 5% or more of the original bid, Consultant shall be liable for the costs of the audit in addition to any other penalty to be imposed. This paragraph applies to any contract which provides for reimbursement of expenses.
- XVII. CONFIDENTIALITY: All information and records obtained in the course of providing services under this Contract shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program or the services provided hereunder. Both parties shall comply with State and Federal requirements regarding confidential information.
- XVIII. TITLE: It is understood that any and all documents, information, computer disks, USBs, and reports of any kind concerning the services provided hereunder, prepared by and/or submitted to the Consultant, shall be the sole property of the City. The Consultant may retain reproducible copies of

drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatsoever, Consultant shall promptly turn over all information, writing, computer disks, and documents to City without exception or reservation. Consultant shall transfer from computer hard drive to disk any information or documents stored on hard drive and provide City with said disk.

XIX. TERMINATION:

- A. City may terminate this Contract for any reason by giving thirty (30) calendar days written notice to Consultant. Notice of Termination shall be by written notice and shall be sent by registered mail. In the event of termination, not the fault of the Consultant, the Consultant shall be paid for services performed up to the date of termination in accordance with the terms of this Contract.
- B. If the Consultant fails to provide in any manner the services specified under this Contract or otherwise fails to comply with the terms of this Contract, or violates any ordinance, regulation, or other law which applies to its performance herein, the City may terminate this Contract by giving five calendar days written notice to Consultant.
- C. The Consultant shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Consultant has no control.

XX. RELATIONSHIP BETWEEN THE PARTIES: It is expressly understood that in the performances of the services herein, the Consultant, and the agents and employees thereof, shall act in an independent capacity and as an independent Consultant and not as officers, employees or agents of the City.

XXI. AMENDMENT: This Contract may be amended or modified only by a written instrument signed by both parties.

XXII. ASSIGNMENT OF PERSONNEL: The Consultant shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to City, as evidenced in writing.

XXIII. WAIVER: No provision of this Contract or the breach thereof shall be deemed waived, except by written consent of the party against whom the waiver is claimed.

XXIV. SEVERABILITY: If any provision of this Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby. Each provision shall be valid and enforceable to the fullest extent permitted by law.

- XXV. **JURISDICTION AND VENUE:** This Contract and the obligations hereunder shall be construed in accordance with the laws of the State of California. The parties hereto agree that venue for any legal disputes or litigation arising out of this Contract shall be in Susanville, California.
- XXVI. **ENTIRE AGREEMENT:** This Contract constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior or contemporaneous agreements, understandings, and representations, oral or written, are superseded.
- XXVII. **EXHIBITS:** All "Exhibits" referred to below or attached to herein are by this reference incorporated into this Contract:

Exhibit Designation	Exhibit Title
Exhibit A	Services to be Provided by Consultant
Exhibit B	Compensation or Fees to be Paid to Consultant for work described in Exhibit A and for additional services related to the contract work.
Exhibit C	Project Schedule

- XXVIII. **DESIGNATED AGENTS:** The parties represent and warrant that they have full power and authority to execute and fully perform their obligations under this Contract pursuant to their governing instruments, without the need for any further action, and that the person(s) executing this Contract on behalf of each party are the duly designated agents of each party and are authorized to do so.
- XXIX. **COMPLIANCE WITH APPLICABLE LAWS:** The Consultant shall comply with any and all federal, state and local laws, regulations, and ordinances affecting the services covered by this Contract.
- XXX. **ATTORNEY'S FEES:** If any party hereto employs an attorney for the purpose of enforcing or construing this Contract, or any judgment based on this Contract, in any legal proceeding whatsoever, including insolvency, bankruptcy, arbitration, declaratory relief or other litigation, including appeals or rehearing, the prevailing party shall be entitled to receive from the other party, or parties thereto, reimbursement for all attorney's fees and all costs, including but not limited to service of process, filing fees, court and court reporter costs, investigative costs, expert witness fees, and the cost of any bonds, whether taxable or not. If any judgment or final order be issued in that proceeding, said reimbursement shall be specified therein.

XXXI. NOTICES: Any notice required to be given pursuant to the terms and conditions hereof shall be in writing and shall be via one of the following methods: personal delivery, prepaid Certified First-Class Mail, or prepaid Priority Mail with delivery confirmation. Unless others designated by either party, such notice shall be mailed to the address shown below:

If to City:

***City of Susanville
ATTN: Dan Newton, City Manager
66 N. Lassen St.
Susanville, CA 96130***

If to Consultant:

***Jim Harnish, Principal/Owner
Mintier Harnish, LP
1415 20th Street
Sacramento, CA 95811
Email: jim@mintierharnish.com***

XXXII. COST DISCLOSURE: In accordance with Government Code Section 7550, Consultant agrees to state in a separate section of its filed report the dollar amount of this Contract and any related contracts and subcontracts relating to the preparation of the report resulting from this contract.

[signature page to
follow]

IN WITNESS WHEREOF, the parties hereunto have executed this Contract on the date written below.

CITY OF SUSANVILLE:

By: 
Dan Newton, City Manager
City of Susanville

Date: 5/14/2024

CONSULTANT:

By: 
Jim Harnish
Principal/Owner

Date: 5/16/2024

Approved as to form:

By: 
Margaret E. Long
City Attorney

**EXHIBIT A
SERVICES TO BE PROVIDED BY
CONTRACTOR**

SCOPE OF SERVICES

Phase 1 – Project Initiation

1.1 Request for Information (RFI). The Consultants will provide a Request for Information (RFI) to City staff in advance of the Project kick-off meeting. The RFI will list data necessary for the Consultant team to prepare the Update. The Consultants will discuss the RFI at the kick-off meeting.

1.2 Project Kick-off. The Consultants will facilitate a project kick-off meeting with City staff. During this meeting, the Consultants will work with City staff to accomplish the following:

- Review the work scope and schedule.
- Establish communication protocols, including monthly status reporting, project status coordination calls, and conference call/online video call protocols.
- Determine a typical review schedule needed by City staff for draft work products.
- Identify informational sources and available GIS mapping data, including its level of accuracy, status, and most recent updates.
- Review and discuss overall organization of the Housing Element Update.
- Discuss the community engagement strategy, City staff and Consultant roles and responsibilities, and formation of the Focus Group.
- Review preliminary RHNA.
- Discuss data resources, approach, and methodology for the sites analysis.
- Discuss critical housing issues and the City's existing Housing Element.
- Determine consultation and coordination with appropriate governmental agencies.

1.3 Newsletter #1: Project Overview.

The Consultants will prepare a newsletter that describes what a housing element is, how and why it is being updated, the project schedule, and how to get involved in the process. The Consultants will also include a section on State Housing Element law FAQs. The newsletter will also describe the other components of the project, including the updates to the remaining General Plan Elements, and environmental analysis.

The newsletter will publicize upcoming community engagement opportunities and the first on-line engagement tools.

1.4 Diagnostic Document Review. The Consultants will review all City documents relevant to the update of the Housing, Circulation, and Safety Elements, including the 1990-2010 General Plan and related amendments, the updated Land Use, Circulation, and Safety Elements (2023), 2019 Lassen County Multi-Jurisdictional Hazard Mitigation Plan, 5th Cycle Susanville Housing Element, City Municipal Code, existing Zoning Ordinance, over-the-counter planning hand-out materials, and other planning policy or regulatory documents.

1.5 General Plan Elements Audit.

The Consultants will work with City staff to evaluate the existing Community Character (existing Chapter 6), Open Space, Parks, Recreation, and Childcare (existing Chapter 7), Community Health, Safety, and Conservation (existing Chapter 9) Implementation Program Chapters in the existing General Plan Elements. The Audit will help determine what works, what does not work, and where the elements lack adequate or current guidance. The Consultants will use our proprietary General Plan Audit Tool to provide insights on the existing elements clarity; linkages to other plans; progress in achieving desired outcomes; and whether goals, policies, and implementation programs should be carried forward, modified, or removed.

Deliverables:

- Request for Information (digital version)
- Kick-off Meeting Materials
- Newsletter #1: Project Overview (digital version, 50 hardcopies)
- General Plan Audit (digital version)

Phase 2 – Project Management and Coordination

2.1 The Consultants will regularly communicate with City staff on a weekly or bi-weekly basis or, as necessary, to discuss current tasks, schedule, and next steps, and resolve any issues. The Consultants will prepare monthly status reports documenting the progress made each month on completing the project, and review and update the schedule, as necessary.

Phase 3 – Community Outreach and Engagement

3.1 Community Engagement Strategy

Based on input from City staff at the kick-off meeting, the Consultants will finalize the details of the comprehensive Community Engagement Strategy. The strategy will describe engagement methods, responsibilities, and publicity protocols. The Consultants will structure the Strategy to be inclusive of all those who make up the “community,” including residents; workers; businesses; property owners; developers and residential builders; educational institutions; civic, community, and non-profit organizations; religious, social, cultural, and ethnic groups; and public agencies. In addition to being inclusive, the goal is to create meaningful opportunities for involvement throughout the preparation of the Housing and General Plan Elements Updates.

3.2 Project Branding and Logo.

The Consultants will develop a branding package for the Housing and remaining General Plan Elements Updates. The branding package will include a project logo and style templates for all work products, maps, and publicity materials to build enthusiasm about the project and ensure that this effort is distinct in the minds of the community.

3.3 Website and Online Engagement.

The Consultants will develop an interactive, informational website, or page on the City’s website, for the Housing Element Update to provide an easy- to-use tool for residents to stay informed during the Update process. The website will provide project information, access to all materials developed for the project, and an access point for online engagement tools for polling and idea generation. This will provide access to virtual meetings that can support those that cannot attend events due to personal circumstances or public health restrictions. The Consultants will regularly update the online engagement tools with new questions, surveys, opinion polls, and geographic mapping tools.

3.4 Stakeholder Interviews.

The Consultants will conduct up to 16 virtual one-on-one and small-group interviews with key stakeholders and community groups to solicit input on issues and expectations for the Housing Element Update and subsequent General Plan Elements. The Consultants will develop the list of interviewees in consultation with City staff, but the list could include community and business leaders, environmental groups, housing advocates, senior and other special needs representatives, developers and real estate brokers, business owners, and other interest groups.

3.5 Focus Group Meeting #1.

The Consultants will assist City staff with facilitating the first Focus Group meeting. The meeting will include a discussion of the Focus Group organization and meeting protocols. The Consultants will present an overview of the project and schedule and get input

and direction on member expectations for the project. The Consultants will use the opportunity to discuss housing issues and gain an understanding of the Group members' housing-related priorities and concerns. This is likely to be a virtual meeting via Zoom or other on-line technology.

1.6 Planning Commission and City Council Joint Study Session. The Consultants will facilitate a Joint Study session with the Planning Commission and City Council to present an overview of the project and schedule and get input and direction on their expectations for the project. The Consultants will introduce the Focus Group members and ask the Commission and Council to express to the Group their expectations for the Group's work. The Consultants will use the opportunity to discuss housing issues and gain an understanding of the housing-related priorities and concerns of the Commissioners and Councilmembers. The Consultants will assure full public access and participation.

Deliverables:

- Stakeholder and community contact list (digital; Excel, pdf)
- Community engagement strategy (digital; Word, pdf)
- Project logo and branding package (Digital; pdf)
- Website and online engagement (digital)
- Joint Study Session PowerPoint presentation (digital; PowerPoint, pdf)

Phase 4 – Housing Element

1.1 Community Workshop #1: Housing Concerns and Needs. The Consultants will facilitate a community workshop as a virtual townhall event as described in the RFP. This event will be designed to engage residents and stakeholders throughout the city. The workshop will provide a common understanding of the purpose of

the Housing Element Update, key steps in the process, and seek public input on housing issues and distinct economic, social, and geographic housing needs.

4.2 Focus Group Meeting #2. The Consultants will assist City staff with facilitating a Focus Group meeting to discuss the results of the first community workshop and how the public input should be considered when preparing the Housing Element. The Consultants will also review the next steps in the update, with a focus on the site assessment. This will be a virtual meeting via Zoom or other on-line technology.

4.3 Vacant and Underutilized Sites Assessment. The Consultants will use the city's RHNA allocation and city-supplied data (e.g., Excel spreadsheets, GIS data layers) tool to develop an initial "first-pass" adequate sites inventory that will be refined throughout the development of the draft Element. The Consultants will prepare a complete draft of the sites inventory and analysis, in accordance with Government Code Section 65583(a)(3). To accomplish this, the Consultants will review and update the vacant and underutilized sites inventory using the current Assessor's data and field spot checks. The sites inventory will be a parcel-specific land inventory, as required by AB 2348, based on the current General Plan and Zoning Code, and other recent planning efforts related to land use.

The Consultants will strive to ensure that the inventory provides sufficient sites to meet the City's RHNA for both affordable and market-rate housing. This site inventory analysis will require further refinement than previous Housing Elements due to AB 1397, which enacted stricter requirements for the adequacy of housing sites, including non-vacant sites and sites that were identified in previous Housing Elements. Sites need to have sufficient available infrastructure and realistic dwelling unit capacity based on development of affordable housing at the likely density, rather than the maximum density permitted.

If this analysis reveals insufficient sites, the Consultants will work with City staff to expand the inventory by identifying possible sites for rezoning, modifying densities, and outlining other approaches to increasing housing capacity. The Consultants have experience with this process and, if necessary, will work with City staff to identify the most suitable sites for rezoning and advise on potential CEQA implications. The Consultants will collaborate to avoid potentially significant environmental impacts, to the extent feasible, while examining feasible housing sites. The Consultants will also assess the real-world constraints that may be presented in development of potential sites (e.g., habitat/open space restrictions, agency permitting requirements, easements).

The Consultants will maintain the inventory as it develops during the process in an easily tracked format, so it can be revised as necessary during the Housing Element update. The Consultants will provide the City with the inventory files (i.e., GIS data layers, Excel spreadsheets) prior to the project's conclusion. Following initial review by HCD, the final sites used in the Housing Element will be inserted into HCDs standard sites form for submittal with the Final Housing Element.

1.4 Focus Group Meeting #3. The Consultants will assist City staff with facilitating a Focus Group meeting to discuss the results of the vacant and underutilized sites assessment. Mintier Harnish will review our methodology, present our findings, discuss the implications for rezoning and the CEQA assessment, and discuss options. This will be a virtual meeting via Zoom or other on-line technology.

1.5 Community Workshop #2: Vacant and Underutilized Sites Assessment. The Consultants will facilitate a virtual community workshop on the results of the vacant and underutilized sites assessment. The Consultants will conduct a webinar to review our methodology, present our findings, describe the implications for rezoning, and layout options. The Consultants will then facilitate a question and answer

session and small group breakouts to discuss the siting solutions presented. The on-line workshop will also include a community opinion survey based on the sites assessment to provide an additional opportunity for community input. The webinar and polling will remain on the website for two to three weeks to assure full community participation. The Consultants will summarize the results of the input received.

4.6 Focus Group Meeting #4. The Consultants will assist City staff with facilitating a Focus Group meeting to discuss the results of the community discussion and survey about the vacant and underutilized sites assessment. The Consultants will solicit ideas and direction from the Focus Group about how to address community concerns as the Consultants initiate preparation of the Housing Element. This is likely to be a virtual meeting via Zoom or other on-line technology.

4.7 Planning Commission and City Council Joint Study Session. The Consultants will facilitate a Joint Study session with the Planning Commission and City Council to discuss the results of the community discussion, survey, and Focus Group meetings on the sites assessment. The Consultants will solicit ideas and direction from the Planning Commission and City Council about how to address community concerns as the Consultants initiate preparation of the Housing Element. This is likely to be a virtual meeting via Zoom or other on-line technology.

4.8 Administrative Draft Housing Element.

4.8.1 Existing Housing Needs Analysis. The Existing Housing Needs Analysis is a comprehensive evaluation of current demographic, employment, housing, and housing market conditions and trends. The Consultants will use this section as the basis for determining the existing unmet housing needs in the city. The Consultants will update the assessment of

housing needs for all income groups and identify the city's special housing needs. The Consultants will include the following topic areas in this assessment:

Demographic Profile and Employment Profile. This section establishes “baseline” population and employment characteristics for the city, including population growth trends, age characteristics, race and ethnicity, income, and local employment trends, as well as population and employment projections.

Household Characteristics and Housing Stock. The Consultants will use recent data sources to update the description of the existing housing stock in terms of housing stock growth and composition, vacancy rates, housing age and conditions, and overcrowding. The Consultants will also describe housing cost burdens and the ability of households of different income levels to pay for housing. The Consultants will describe current housing market trends, home sale prices, and rental rates using recent data sources (e.g., DataQuick, Zillow, CalREALTORS records) and based on conversations with local realtors.

Special Needs Housing Analysis. The Consultants will update the analysis of housing needs for special needs populations, including senior households, persons with disabilities, including persons with developmental disabilities, large families, single female-headed households, farmworkers, seasonal workers, extremely low-income households, persons in need of emergency shelter, and students.

4.8.2 Housing Resources and Opportunities. The Housing Resources and Opportunities section will examine the resources and opportunities available for the development, rehabilitation, and preservation of housing. Included is an inventory and analysis of the land resources (i.e., vacant and underutilized sites), as well as the financial and administrative resources available to support housing activities.

Vacant and Underutilized Sites Assessment. A description and discussion of findings from the assessment will be included under this section in the

Housing Element. The Consultants will also take into consideration community input and Focus Group direction in preparing this section.

Affirmatively Furthering Fair Housing. As a part of the sites assessment, the Consultants will analyze whether the identified sites serve the purpose of replacing segregated living patterns with truly integrated and balanced living patterns that work to transform racially and ethnically concentrated areas of poverty into areas of opportunity. In this effort, the Consultants will:

Adequacy of Public Facilities and Services. The Consultants will prepare an assessment of the adequacy of water and wastewater infrastructure to meet existing and future housing needs based on existing master plans and discussions with City staff.

Inventory of Financial and Administrative Resources. The Consultants will describe local, regional, State, and Federal financial and administrative resources available to help the City implement its housing programs.

Energy Conservation Opportunities. The Consultants will describe opportunities for energy conservation, including the City's General Plan policies that promote energy conservation and air quality protection, and other alternative energy and green building measures. The Consultants will also describe local energy conservation programs, such as weatherization and rebate programs provided by local utility companies.

4.8.3 Housing Constraints. The Consultants will review and update the analysis of both governmental and non-governmental constraints, such as land and development costs, site constraints, existing or planned infrastructure, land use controls, building code regulations, fees, and permit and processing procedures. The Consultants will also analyze constraints on housing for persons with disabilities, as well as the City's current permitting procedures for emergency shelters, transitional and supportive housing, and single-room occupancy units. The Consultants will

update this section to address the current economic, climate, and housing market conditions. The housing constraints analysis will also document local efforts to remove governmental constraints to improve the City's ability to meet its share of the regional housing needs.

4.8.4 Evaluation of Previous Housing Element. The Consultants will review and evaluate the implementation of the current Housing Element policies and programs based on information provided by City staff and annual Housing Element reports submitted to HCD. The evaluation will identify which programs have been accomplished, which programs have been the most successful, and why some housing programs have not been implemented or have been unsuccessful. The Consultants will prepare an assessment memo summarizing the results from this analysis and recommending specific changes to be incorporated into the Housing Element Update.

4.8.5 Administrative Draft Policy Document. The Consultants will update the current Housing Element goals, policies, programs, and quantified objectives based on the evaluation of the performance of these items in the current Housing Element, the housing needs and constraints, recent changes to State Housing Element law, public input, and feedback from City staff. Housing policies and programs will build upon the most successful policies and programs in the current Housing Element.

4.9 Community Workshop #3: Affirmatively Furthering Fair Housing.

Meeting the housing needs of all populations without discrimination is a requirement for an adequate Housing Element. To effectively combat housing discrimination and affirmatively further fair housing, HCD has identified recommendations and action steps to address the 10 impediments to fair housing. As part of this virtual workshop, the community will be presented information on population, demographic, socioeconomic, and geographic indicators of housing

impediment. Following the presentation, the community will meet in small groups to identify methods to help overcome these issues.

4.10 Focus Group Meeting #5. The Consultants will assist City staff with facilitating a Focus Group meeting to review the Administrative Draft Housing Element. This will be either an in-person or virtual meetings via Zoom or other on-line technology. Based on the Focus Group comments and direction, we will prepare a second Administrative Draft Housing Element for staff.

4.11 Public Review Draft Housing Element. The Consultants will prepare a Public Review Draft Housing Element based on City staff comments on the second Administrative Draft. The Consultants will also prepare an appendix with Public Review Draft General Plan and Zoning Ordinance Amendments.

4.12 Newsletter #2: Public Review Draft Housing Element. The Consultants will prepare a newsletter that provides a summary of the key take-aways in the Public Review Draft Housing Element, particularly key changes to policies and programs, any proposed changes to land use designations (locations or density ranges), and what these changes mean for their community. The newsletter will provide an update on the Housing Element process and information on how to provide input on the draft Housing Element.

4.13 Community Workshop #4: Public Review Draft Housing Element. The Consultants will facilitate a virtual community workshop designed to engage residents and stakeholders throughout the city. The workshop will provide a summary of the Public Review Draft Housing Element, particularly key changes proposed and what these changes mean for the community. Proposed General Plan Amendments will also be described.

The Consultants will facilitate an open-house style meeting with informational stations that enable participants to drop by and stay as long as they want.

The Consultants will create large-format informational displays on the project and topical areas and prepare a presentation to welcome workshop attendees.

The Consultants will provide on-line engagement opportunities for those unable to attend the workshop.

The Consultants will adapt the workshop to a fully on-line format should in-person meetings are still discouraged.

I.14 Planning Commission Study Session.

The Consultants will attend a study session with the Planning Commission to solicit input on the Public Review Draft Housing Element and General Plan Amendments. At the end of the study session, the Planning Commission will formulate a recommendation for the City Council to authorize City staff to submit the Housing Element to HCD for the mandated 90-day review period. The Consultants will prepare and present a PowerPoint presentation.

I.15 City Council Study Session.

The Consultants will attend a study session with the City Council to solicit input on the Public Review Draft Housing Element, General Plan Amendments, and request authorization to submit the Housing Element to HCD for the mandated 90-day review period. The Consultants will describe all input received from the community workshop and on-line input and any revisions to the project documents proposed in response to this input. The Consultants will prepare and present a PowerPoint presentation.

I.16 HCD Review Draft Housing Element, HCD Checklists, and Transmittal to HCD.

The Consultants will revise the Public Review Draft Housing Element based on direction from the Planning Commission and the City Council and prepare the draft to be delivered to HCD. The Consultants will provide a digital copy of the HCD Review Draft Housing Element for posting on the City website and will send out an email to stakeholders and community meeting attendees. The Consultants will also prepare a cover memorandum to accompany submission of the Draft Housing Element to HCD. Under

State law, HCD has up to 90 days to review the Draft Housing Element. During the HCD review process, Mintier Harnish will maintain close contact with the designated HCD reviewer to respond to any questions he/she may have during the process.

4.17 Meeting with HCD. Following submission of the HCD Review Draft Housing Element and prior to the end of the 90-day review period, The Consultants and City staff will meet with HCD staff or conduct a phone call meeting to discuss the Draft Housing Element and preliminary HCD comments.

4.18 Response to HCD Comments. Following the City's receipt of HCD comments on the HCD Review Draft Housing Element, the Consultants will prepare a preliminary response to HCD comments and provide this to City staff for their review. Based on comments received from City staff, the Consultants will then prepare a formal written response to HCD comments and submit them to HCD. The Consultants will work closely with HCD to seek a timely conditional approval letter prior to Planning Commission and City Council hearings. If necessary, The Consultants will meet with HCD after submitting the response to comments to facilitate the review process.

Deliverables:

- Underutilized and Vacant Sites Assessment (digital; GIS, Excel, pdf)
- Community Workshops #2, #3, and #4 Materials (digital; webinar, PowerPoint, on-line opinion survey, hard copy large format posters)
- Opinion Survey Results (digital; Word, pdf)
- Administrative Draft Housing Element (#1) (hard copy (1); digital; Word, pdf)
- Administrative Draft Housing Element (#2) (hard copy (1); digital; Word, pdf)
- Public Review Draft Housing Element (hard copy (1); digital; Word, pdf)
- Newsletter #2 (digital; InDesign, pdf)
- Study Session Materials (digital; PowerPoint)

- Addendum outlining revisions of Public Review Draft in response to input and comments from the public, Planning Commission, and City Council Study Sessions, including track changes of revisions. (digital; Word, pdf)
- HCD Review Draft Housing Element (digital, pdf)
- Completeness Checklist (digital; Word, pdf)
- Response to HCD Comments (digital; Word, pdf)

Phase 5 – Safety Element Update

i.1 Draft the Element and Climate Vulnerability Assessment. The Consultants will draft an updated Community Health, Safety, and Conservation Element for the City that is responsive to community needs and complies with all applicable State laws, including the procedural and statutory requirements and guidance of the California Department of Forestry and Fire Protection, the California Office of Emergency Services, and the Office of Planning and Research. As requested, this work will focus on the statutory requirements of SB 379, SB 1241, SB 99 and AB 747. It is anticipated that the following list of requirements will be used as a guide to complete this update:

Wildfire: Recent Statutory Amendment (applicable to Safety Elements updated in 2014 or later) pursuant to Government Code 65302(g)(3) and 65302.5.

Flood: Recent Statutory Amendment (applicable to Safety Elements updated in 2009 or later) pursuant to Government Code Section 65302(d)(1) and (g)(1).

Climate Adaptation and Resiliency: Recent Statutory Amendment (applicable to Safety Elements updated in 2017 or later) pursuant to Government Code 65302(g)(4).

Evacuation Routes: Recent Statutory Amendment (applicable to Safety Elements updated in 2020 or later) pursuant to Government Code 65302(g)(5).

Certified Local Ordinances: Local ordinances certified as meeting or exceeding Title 14 SRA Fire Safe Regulations, pursuant to 14 CCR 1270.01 and 1270.03.

First Responders: Establish on-going coordination mechanisms between first responders and policy makers to maximize limited resources.

As part of Task 5.1, the Consultants will prepare the following assessments and analyses:

Climate Vulnerability Assessment: Following review of existing climate adaptation and resiliency strategies from the 2018 HMP, 2023 Lassen County General Plan Safety Element, and other relevant documents and resources, the Consultant Team will draft a Climate Vulnerability Assessment (CVA) and develop recommendations for General Plan goals, policies, and implementation actions in support of SB 379. This SOW will provide a detailed look at climate change vulnerabilities and adaptations with a focus on new state requirements. The results are intended to provide information to help inform updates to the General Plan Community Health, Safety, and Conservation Element (especially related to climate resilience and adaptation), in addition to meeting the legislative requirements associated with a recent bill:

Senate Bill 379 (2016). *As of January 1, 2017, SB 379 requires cities and counties to include climate adaptation and resiliency strategies in their general plan safety elements upon the next revision. The bill requires the climate adaptation update to include a set of goals, policies, and objectives for communities based on a vulnerability assessment. It also requires implementation actions, including the conservation and implementation of natural infrastructure that may be used in adaptation projects.*

The CVA, in combination with the City's adopted HMP and Community Health, Safety, and Conservation Element, will help safeguard Susanville against both current and future hazard conditions, including the

changes in hazard events from climate change, and meet requirements of SB 379. The approach will also respond to the reality of wildfire, flooding, and other threats faced in the city, and incorporate input from the public, stakeholders, and decision makers.

The updated CVA will consider the threats from all relevant hazard conditions (called exposures in CVA terminology) and will emphasize changes to hazard frequency and severity due to climate change. The updated vulnerability assessment will also assess local population and asset sensitivities to such exposure. This includes the risk of physical damage to buildings and infrastructure, social vulnerability of persons likely to be disproportionately harmed by hazards, potential disruption to the City's economic engines, loss of important services, and damage to sensitive ecosystems.

Consistent with State regulations and guidance, the Consultants will ensure the revised CVA includes information available from Federal, State, regional, and local agencies that will assist in developing the vulnerability.

- Information, climate models, and tools from caladapt.org.
- Information from the City, Lassen County, and other applicable local and regional agencies on the types of assets, resources, and populations that will be sensitive to various climate change hazards.
- Information from the City, Lassen County, and other applicable local agencies on their current capabilities to deal with the impacts of climate change.
- Historical data on natural events and hazards, including locally prepared maps of areas subject to previous risk, areas that are vulnerable, and sites that have been repeatedly damaged.
- Existing and planned development in identified at-risk areas, including structures, roads, utilities, and essential public facilities.

- Federal, State, regional, and local agencies with responsibility for the protection of public health and safety and the environment, including special districts and local offices of emergency services.

The Consultants will also analyze climate-related hazards that are expected to be impacted by climate change, including those that may occur more frequently and become more severe in future years, such as wildfire. Based on the adopted 2018 HMP, the Consultants anticipate including flood, wildfire, severe weather, drought, and seismic and geologic hazards; however, additional research and discussions with City staff may identify other hazards to include.

Climate Adaptation and Resilience Goals and Policies:

The Consultants understand that, in accordance with State law, the CVA must be integrated into a Safety Element. This includes identifying the potential for harm that climate change poses to the community, providing adaptation and resilience goals and policies to protect the community, and integrating implementation measures to put the goals and policies into practice. Based on the results of the CVA, the Consultants will prepare new general plan goals that establish a framework for adaptation and resilience in the city. The goals will focus on improving resiliency throughout the city for all populations and assets, with particular emphasis on the populations and assets that are most vulnerable. In coordination with City staff, the Consultants will incorporate the CVA into the Community Health, Safety, and Conservation Element in a way that best serves the community and also achieves full compliance with State law. The budget assumes two meetings in which the Consultants and City staff will participate in person, videoconference, or webinar.

5.2 Prepare and Finalize Element.

The Consultants will prepare an initial draft of the City's General Plan Community Health, Safety, and Conservation Element and will work with City staff to conduct public outreach to refine the draft over time. It is expected that review and revision of the Element

will be coordinated and combined to the extent possible with review, revision, and finalization of other components of the General Plan.

Administrative Draft: The initial Administrative Draft will conform to the most recent update of the State's General Plan Guidelines and address all relevant content requirements within Cal. Gov't Code Section 65302(g) and (h) for the protection of the community from any unreasonable risks associated with the effects of:

- Flood protection (Compliance with AB 162);
- Seismic Hazards (primary and secondary);
- Wildfires (including compliance with SB 1241); and
- Climate change adaptation and resilience (in accordance with requirements of SB 379).

It is anticipated that mapping will be provided for wildfire, seismic and geologic hazards, flooding, and climate change. In addition, the element will also include mapping and discussions of evacuation routes (per SB 99 and AB 747), peak load water supply requirements, and minimum road widths and clearances around structures in the context of safety and evacuation planning. The Consultants will prepare a map displaying residential neighborhoods with fewer than two emergency evacuation routes based on GIS shapefiles and analysis conducted by the City in keeping with SB 99, and we will also develop an appendix to the element that addresses evacuation route capacity and viability under a range of scenarios. The Consultants will prepare policies that address emergency access for single-egress neighborhoods. Once complete, the Administrative Draft policy document and evacuation capacity study will be transmitted to City staff for review and comment.

Public Review Draft: Based on the City's input, the Consultants will develop a Public Review Draft of the Community Health, Safety, and Conservation Element and coordinate public review. A good public outreach effort educates the public and motivates them to take

action to mitigate hazards near or inside their homes; this educational effort will be paired with public outreach regarding other components of the General Plan to the greatest extent possible.

Final Draft: Once public review and all required environmental review has been completed (see Phase 8), the Consultants will support City staff in presenting the final Element to the City Council for final adoption and approval upon incorporation of edits based on public comment. The Consultants will also support approvals from the Planning Commission for final adoption by City Council.

Deliverables:

- Evacuation Planning Analysis (digital; GIS, Excel, pdf)
- SB 99 Accessibility Assessment (digital; GIS, Excel, pdf)
- Emergency Evacuation Capacity Analysis (digital; GIS, Excel, pdf)
- Climate Vulnerability Assessment (digital; Word, pdf)

Phase 6 – Noise Element Update

6.1 Background Noise Monitoring/Community Noise Survey. The Consultants will conduct a thorough Community Noise Survey within the City limits to update the current Noise Element pursuant to Government Code Section 65302(f). The Noise Element will contain information consistent with the requirements of the State of California Governor's Office of Planning and Research's Noise Element Guidelines. The noise surveys will be conducted to analyze and quantify noise levels and the extent of noise exposure of the major noise sources in the city through actual measurement surveys and the use of appropriate noise modeling.

Community Noise Survey – Noise Sensitive Locations.

The community noise survey component of the background report will consist of short-term and long-term noise level measurements at locations removed from major noise sources to establish typical ambient conditions in residential, park, school areas, and other noise-sensitive locations. Noise measurements will be conducted at as many locations as necessary to provide a representative cross-section of noise exposure within the city. The community noise survey is an important component in the updating of Noise Element and developing standards, where appropriate, to maintain or improve the ambient noise environment within sensitive areas of the city and to develop strategies for controlling noise at the source for noise-generating uses. The results of the community noise surveys will be tabulated and plotted, with the Day/ Night Average Level (Ldn), average (Leq) and maximum (Lmax) values included in the tables and graphics.

Noise Source Inventory/Survey. In addition to conducting ambient noise surveys to quantify ambient noise exposure within the noise-sensitive areas of the City, an important component of the Noise Element Background Report is a noise source inventory. This inventory will include transportation noise sources and representative noise-generating business or locations within the City. The following specific noise generating sources will also be evaluated:

Traffic Noise. Existing noise levels due to major roadways (state highways and major collector roadways) will be evaluated. The Consultants will use a combination of traffic noise level measurements and the Federal Highway Administration (FHWA) Noise Prediction Model with existing and projected future traffic volumes provided by the City to predict distances to existing and future traffic noise contours. The contours will be plotted on appropriate base maps provided by the City.

Industrial Facilities and Stationary Noise

Sources. The Consultants will identify representative specific noise-generating industrial facilities and other representative fixed/stationary noise sources within the city. We will work with City staff to identify facilities which may have resulted in noise-related concerns in the past and evaluate those facilities as appropriate. Stationary noise sources to be evaluated would include, but not be limited to, industry, mining uses, commercial loading docks, car washes, auto repair facilities, active recreation areas, etc.

6.2 Mapping of Future Noise

Contours. The Consultants will prepare and provide mapping of future traffic noise contours.

6.3 Preparation of Goals & Policies.

The Consultants will provide customized goals and policies for Susanville. Prior to the development of updated goals and policies, the Consultants recommend discussing the effectiveness of the current goals and policies with City Planning Department staff. This approach will ensure that the ineffective policies are updated while the effective policies are retained. Any updated policies, specifically including changes to noise standards, will be supported by the data collected during the community noise surveys discussed in Task 6.1.

6.4 Preparation of Full Noise Element.

The Consultants will prepare a draft Noise Element update for the City's review and comment. The draft Noise Element will include a complete background section containing acoustical terminology, methodology, noise measurement and modeling results, an inventory of representative significant noise sources within the city, and options for noise mitigation measures. It will also contain a Goals and Policies section. All data and noise contour information will be provided electronically as well as included in the written report.

Deliverables:

- Background Report on Noise Monitoring (digital; GIS, Excel, pdf)
- Future Noise Contour Maps (digital; InDesign, pdf)
- Administrative Draft Noise Element (hard copy (1); digital; Word, pdf)
- Preliminary Draft Noise Element (digital copy (1); digital; Word, pdf)
- Public Review Draft Noise Element (hard copy (1); digital; Word, pdf)

Phase 7 – Technical Updates to Remaining General Plan Elements

7.1 Administrative Draft General Plan Elements. The Consultants will prepare updates to the remaining Susanville General Plan Elements including the:

- Introduction (existing Chapter 2)
- Community Character (existing Chapter 6)
- Open Space, Parks, Recreation, and Childcare (existing Chapter 7)
- Community Health, Safety, and Conservation (existing Chapter 9)
- Implementation Programs Chapter
- Glossary and Key Terms

7.2 Preliminary Review Draft Elements (Excluding the Housing Element). Following review and comment by City staff, the Consultants will make appropriate corrections and updates and create a second Preliminary Draft set of elements. This version will ensure all appropriate changes have been completed.

7.3 Public Review Draft Elements (Excluding the Housing Element). Following review and comment by City staff, the Consultants will make appropriate corrections and updates and

prepare the Public Review Draft elements. Mintier Harnish will publicize the Draft elements by assisting the City with posting notices on the City's social media platforms and City website. The Draft elements will be released to the public for a review period of no fewer than 30 days.

7.4 Planning Commission and City Council Joint Study Session. The Consultants will facilitate a Joint Study session with the Planning Commission and City Council to present the Draft General Plan Elements. The Consultants will solicit input and direction from the Planning Commission and City Council. The Consultants will revise the Draft General Plan Elements as necessary following the study session.

7.5 Agency Review of the Public Review Draft Elements. The Consultants will provide digital copies of the Public Review Draft General Plan Elements to all relevant public agencies. Following the receipt of agency comments, the Consultants will work with City staff to determine which comments require immediate incorporation into the Elements and those that are most appropriate to forward to the Planning Commission and City Council for recommendation.

7.6 Revised Public Review Draft Elements. Based on the direction and feedback from the Joint Study Session in Task 5.4, the Consultants will prepare Revised Public Review Circulation, Safety, and Environmental Justice Elements to City staff prior to the hearings in Phase 7.

Deliverables:

- Administrative Draft General Plan Elements (digital version, Word/PDF)
- Preliminary Draft General Plan Elements (digital version, Word/PDF)
- Public Review Draft General Plan Elements (digital version, Word/PDF)
- Revised Public Review Draft General Plan Elements (digital version, Word/PDF)

Phase 8 – CEQA Compliance

8.1 Prepare Initial Study and Environmental Assessment. The Consultants will conduct an environmental assessment of the Public Review Draft General Plan Update consistent with the requirements of California Environmental Quality Act (CEQA). In December 2023 the City prepared an Initial Study/Negative Declaration (IS/ND) that evaluated updates to the Land Use and Community Development Element and the Circulation Element of the General Plan. The IS/ND for these two Elements has not yet been certified.

Subsequent to the initiation of public and agency circulation of the IS/ND for the two Elements, the City decided to comprehensively update the remaining General Plan Elements. To support that update, the City seeks to comply with CEQA. As set forth in the RFP, the City requests that the Consultants will prepare an Initial Study to characterize any potential environmental effects and any needed mitigation measures engendered by the Comprehensive General Plan Update.

The Consultants will prepare an Initial Study to evaluate the potential environmental effects of the Comprehensive General Plan Update. The Initial Study will evaluate all topics contained in Appendix G of the State CEQA Guidelines. Our assumption is that many potential environmental effects will be mitigated by goals and policies set forth in the comprehensively revised General Plan.

We assume that the Initial Study will conclude that a Negative Declaration is the proper CEQA document. The type of Negative Declaration will likely be a standalone IS/ND that evaluates only the new General Plan Elements. However, there may be an opportunity to tier from the Land Use/Circulation IS/ND through the use of a Supplemental IS/ND or IS/ND Addendum depending upon the previous certification of the Land Use/Circulation IS/ND.

Following is the outline of tasks to complete the CEQA process for a standalone IS/ND:

1. Project Description
2. Draft Initial Study
3. Memo to identify the proper CEQA documentation
4. Public/Agency Review Draft IS/ND
5. Distribution/Posting to CEQAnet/Noticing of Review Draft IS/ND
6. Respond to Public Comments (up to limit of budget)

At the completion of Task 3 (above), if it is determined that an IS/ND is appropriate, the Consultants will complete Tasks 4-6 (above). We will submit a draft of all required CEQA documents to the City and provide an updated copy, responding to all edits and comments made by the City, for circulation. All CEQA documents (draft and final) will be submitted in Microsoft Word and PDF versions.

If the Initial Study reveals potential significant environmental impacts and it is determined that a Mitigated Negative Declaration or Environmental Impact Report is required, then the Consultants will work with City staff on an amendment to this Agreement to develop a scope of work and budget to cover the additional environmental review needed.

Deliverables:

- Draft IS/ND (digital version, Word/PDF)
- Final IS/ND (digital version, Word/PDF)

Phase 9 – Adoption

9.1 Planning Commission Hearing.

The Consultants will attend one public hearing with the Planning Commission facilitated by City staff to review the Revised Public Review Draft Housing and General Plan Elements and companion CEQA document. The Planning Commission will consider the comments made during the public hearing and make recommendations

to the City Council. If it is desired for the Consultant to attend more than one hearing, then additional meetings will be added as additional tasks.

9.2 City Council Hearing.

The Consultants will attend one public hearing with the City Council facilitated by City staff to review the Revised Public Review Draft Housing, and General Plan Elements and companion CEQA deliverable. At the hearing, the City Council will consider the Planning Commission recommendations and the comments made at the Planning Commission public hearing. After the hearing, the City Council will direct the Consultant

to incorporate their recommendations and prepare the Final Housing, and General Plan Elements and companion CEQA document.

9.3 Final Documents.

Following public review and the City Council hearing of the Revised Public Review Draft Housing and General Plan Elements and Initial Study with Negative Declaration (IS/ND), the Consultant will prepare the Final Housing and General Plan Elements and IS/ND document for adoption.

Deliverables:

- Planning Commission Hearing Materials
- City Council Hearing Materials
- Final Document (digital copy in Word/PDF)

INSERT PROJECT SCHEDULE

EXHIBIT B

COMPENSATION OR FEES TO BE PAID TO CONSULTANT FOR WORK DESCRIBED IN EXHIBIT "A" AND FOR ADDITIONAL SERVICES RELATED TO THE CONTRACT WORK

Consultant shall be compensated at the rates provided in the below fee schedule. Any additional or unforeseen services that may arise from the contract work shall be billed at an hourly rate appropriate to the scope of work and employee assigned for any Mintier Harnish employees or any affiliated sub-contractor or consultant. Any additional work must be preapproved in writing by City Manager before work is commenced.

Phases	SUSANVILLE GENERAL PLAN UPDATE	
Phase 1	Project Initiation	
Subtotal		\$19,540
Phase 2	Project Management and Coordination	
Subtotal		\$41,820
Phase 3	Community Outreach and Engagement	
Subtotal		\$26,910
Phase 4	Housing Element	
Subtotal		\$94,900
Phase 5	Safety Element Update	
Subtotal		\$71,500
Phase 6	Noise Element Update	
		\$22,180
Phase 7	Technical Updates to Remaining General Plan Elements	
Subtotal		\$60,040
Phase 8	CEQA Compliance	
Subtotal		\$32,400
Phase 9	Public Hearings and Adoption	
Subtotal		\$22,140
TOTAL		
Labor Subtotals		\$391,430
Direct Expenses		\$8,100
TOTAL		\$399,530

EXHIBIT C PROJECT SCHEDULE

SCHEDULE

We have prepared an initial project schedule for City staff review. It projects adoption of the General Plan and Initial Study with Negative Declaration by Autumn 2025, about 17 months.

We will discuss this overall schedule at the project kick-off meeting and refine as necessary. We will then prepare a detailed, six-month schedule that identifies milestones by week. This schedule will then be regularly updated as the project progresses.

	2024								2025								
	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September
Phase 1 - Project Initiation																	
Phase 2 – Project Management and Coordination																	
Phase 3 – Community Outreach and Engagement																	
Phase 4 – Housing Element																	
Phase 5 – Safety Element Update																	
Phase 6 – Noise Element Update																	
Phase 7 – Technical Updates to Remaining General Plan Elements																	
Phase 8 – CEQA Compliance																	
Phase 9 – Adoption																	

RESOLUTION NO. 24-6294

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT
FOR PROFESSIONAL SERVICES WITH MINTIER- HARNISH TO ASSIST IN THE
COMPREHENSIVE UPDATE OF THE GENERAL PLAN'S HOUSING,
COMMUNITY CHARACTER, OPEN SPACE, PARKS, RECREATION, CHILDCARE,
COMMUNITY HEALTH, SAFETY, CONSERVATION, AND IMPLEMENTATION
PROGRAM CHAPTERS IN THE EXISTING GENERAL PLAN ELEMENTS,
INCLUDING THE REQUIRED ENVIRONMENTAL CLEARANCE AND
TO INCREASE BUDGET IN THE AMOUNT OF \$399,530.00

WHEREAS, The City of Susanville is required to have an updated Housing Element in place by June 2024; and

WHEREAS, The City of Susanville is required to update the Safety Element by state law when two or more General Plan Elements are open (Circulation and Land Use); and

WHEREAS, City staff has identified an urgent need for a comprehensive update to the General Plan based on the outdated time frame for said plan (*City of Susanville General Plan 1990-2010*); and

WHEREAS, The comprehensive update will allow for a new General Plan time period of "*The City of Susanville General Plan 2025-2050*", once the updates are completed; and

WHEREAS, City staff is confident that an updated General Plan sends the appropriate message to developers inside and outside of city limits that the City of Susanville is serious about economic development and sustainable growth; and

WHEREAS, the technical nature of the work required to complete the project scope elements to update the Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and Implementation Program Chapters in the existing General Plan Elements, including the required environmental clearance of the City of Susanville's General Plan is extensive work and outside the expertise of City staff; and

WHEREAS, the City has followed the appropriate procurement procedures to solicit and evaluate proposals per federal and state requirements and received one application from Mintier-Harnish and that has been reviewed by a committee of competent City personnel.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Susanville hereby authorizes the City Administrator to execute an Agreement with Harnish-Mintier for professional services not to exceed \$399,530.00 and further authorizes the Finance Director to increase the budget to \$399,530.00.

APPROVED: _____

Quincy McCourt, Mayor

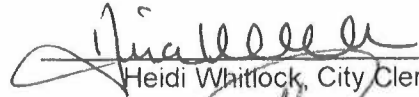
ATTEST: _____

Hedi Whitlock, City Clerk

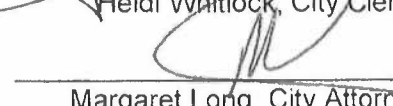
The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20th day of March 2024, by the following vote:

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AYES: Stafford, Brown, Schuster, Herrera, McCourt
NOES: None
ABSENT: None
ABSTAIN: None


Heidi Whitlock, City Clerk

APPROVED AS TO FORM:


Margaret Long, City Attorney