

SUSANVILLE PLANNING COMMISSION
Regular Planning Commission Meeting Minutes
TUESDAY, MAY 28, 2024 – 5:30 PM

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

ROLL CALL Rod DeBoer, Tony Ardito, Wayne Jambois, Melanie Westbrook, James Merchant

1. APPROVAL OF AGENDA:

Moved by Commissioner Merchant; seconded by Commissioner DeBoer to approve agenda as submitted.

Motion Carried: 5 - 0

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

Voting Against: None

2. BUSINESS FROM THE FLOOR: None

3. CONSENT ITEMS:

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

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

Moved by Wayne Jambois; seconded by Rod DeBoer to the approve April 9, 2024 meeting minutes.

Motion Carried: 5 - 0

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

Voting Against: None

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.

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

Public hearing opened at 5:31 p.m.

Mr. Mumper explains the ordinance has multiple layers and getting into compliance with state housing law is driving it. The ordinance addresses items from past housing element cycles into the current one.

Staff utilized LEAP grant funding to perform this. The first part of the ordinance addresses accessory dwelling unit (ADU) provisions. Mr. Mumper explains City code is favorable for ADUs, but we had to fully address junior accessory dwelling units, attached, detached, and

the ability to put them into commercial districts where residential uses are allowed in conjunction with use permits.

The next portion of the ordinance covers objective multi-family residential design and development standards.

Mr. Mumper hands out a track changes draft for Title 17 and explains everything that is changing is in the recommending resolution. There will be changes made to the administrative draft before it goes to Council because staff changed their minds about where reasonable accommodation will be placed within Title 17. Staff determined it will be placed under applications and procedures, versus development standards.

He continues explaining the multi-family objective design standards provides an avenue for developers if they meet a punch list then a use permit is not required. If they choose not to follow the design standards, their project will come to Planning Commission as usual. It is something from HCD that helps streamline projects.

The third area of the ordinance is reasonable accommodation, which addresses permitting requirements for disadvantaged populations. When these are adopted, we are hitting checkboxes on the 2019-2024 housing element action programs within the general plan, Mr. Mumper states.

In conclusion, Mr. Mumper says a CEQA analysis was also done. City staff and the hired consultant team determined the EIR addendum completed under the 2019-2024 cycle adequately covers what the ordinance is proposing.

No comments from Commissioners.

No public comment.

Mr. Mumper adds the ordinance will go to council for first and second readings so there will be plenty of opportunity for comments.

Public hearing closed at 5:38 p.m.

[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](#)

Moved by James Merchant; seconded by to Approve Motion to approve Resolution 24-1175

Motion Carried: 5 - 0

Voting For: Merchant, Wayne Jambois, Melanie Westbrook

Voting Against: None

5. NEW BUSINESS:

5.A Introduce New Code Enforcement Officer, Mike Prettyman

Welcome New Code Enforcement Officer, Mike Prettyman

Mr. Mumper introduces new City Code Enforcement Officer Mike Prettyman. He continues sharing that he has been going out doing meet and greets so people get to know him.

At the June 25, 2024, meeting staff will be coming back with four to five properties that are under abatement order and will be brought back for potential fines as well as a use permit for a fence, Mr. Mumper states.

He provides a brief update regarding the Knight's Inn motel. The new owner is following the abatement order. Staff also advised the owner that any extended room stays will require a use permit situation so that Transient Occupancy Tax is not circumvented.

There was general discussion about the fencing surrounding the building. Mr. Mumper explains no one approached staff about setting up the fence, but staff authorizes it because they feel it is important to keep the site secure while the engineer draws up the plans.

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

No action required.

Mr. Mumper shares that Safeway's carts are now geofenced and are in the testing phase. He thanked the store manager for working with code enforcement staff.

He also thanked Lassen Rural Bus on its efforts for retrieving shopping carts left in bus stops. It is not something they contract for, nor did the City approach them to do so.

Mr. Mumper explains that the ordinance codified in 2020 requires any new retail establishments providing carts to geofence them. The next effort will be Walmart.

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.

No action required.

Mr. Mumper shares that the City Council approved the comprehensive update to the general plan on March 20, 2024. He received the official recording from the Lassen County Clerk's Office on the land use assessment report and we should be getting the circulation element official recordation document in the next couple of weeks.

He provided a summary of the comprehensive updates. The city is required by state law to do the safety element because more than one element is open at this time, but that will be

done under the same contract as the comprehensive update. The noise, safety community character and open space elements will also be complete, and this will finish the rest of the general plan.

The city is currently operating under a 2010-2020 plan, moving into the future, we will not be operating on a document from the past, Mr. Mumper says.

He ends his report saying a joint study session with the City Council is tentatively scheduled for Aug. 7. Staff and consultants will be in attendance to answer questions.

The contract is just shy of \$400,000. The takeaway, Mr. Mumper explains, is getting a complete general plan done using only \$600,000 is amazing. The way this is all coming together is good for the community of Susanville.

Mr. Mumper concludes that he will keep the commission informed as the process goes along and it will be about a year and three-month process.

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

6. CORRESPONDENCE: None

7. COUNTY REFERRALS: None

8. ADJOURNMENT:

Motion by Commissioner DeBoer to adjourn at 5:51 p.m., seconded by Vice Chair Merchant. Motion carries.

Motion Carried: 5 - 0

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

Voting Against: None