
CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA
James Merchant, Chair

Matthew Eltzroth • Tony Ardito • Wayne Jambois • Rod DeBoer

Susanville Planning Commission
Regular Planning Commission Meeting •
Tuesday, October 22, 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 June 25, 2024 meeting.
 - 3.B Receive and file minutes from the August 13, 2024 meeting.
4. **PUBLIC HEARINGS:**
 - 4.A Consider Resolution No. 24-1183, amending Use Permit #2022-011 for the Susanville Indian Rancheria Housing Authority.
 - 4.B Consider Resolution No. 24-1184, which proposes a Use Permit (Use Permit #2024-013) to allow Long Term Rentals (30 Days or More) at the existing Frontier Inn Hotel.
 - 4.C Consider Resolution No. 24-1185, for Variance application #2024-016, requesting a reduced front yard setback to allow for a deck replacement and a new stairway.
 - 4.D Consider Resolution No. 24-1186, amending Use Permit #318 for the United Methodist Church, to allow an expansion of the existing use and replace Use Permit #318 with a new Use Permit (Use Permit #2024-017).
 - 4.E Consider Resolution No. 24-1187, considering a Use Permit (Use Permit #2024-018) to allow beer and wine to be served in conjunction with concessions at the existing Cinema Four Movie Theatres.
5. **NEW BUSINESS:**

6. CORRESPONDENCE:

7. COUNTY REFERRALS:

8. ADJOURNMENT: ***The next regular meeting of the Susanville Planning Commission will be held on November 12, 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 October 22, 2024 in the areas designated on October 18, 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: October 22, 2024

SUBJECT: Receive and file minutes from the June 25, 2024 meeting.

PRESENTED BY: Ruth McElrath, Building Permit Technician

SUMMARY: Staff is presenting minutes from the June 25, 2024 meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Receive and file minutes from the June 25, 2024 meeting.

ATTACHMENTS:
[P.C. 6.25.24 min..pdf](#)

SUSANVILLE PLANNING COMMISSION
Regular Planning Commission Meeting Minutes
TUESDAY, JUNE 25, 2024 – 5:30 PM

CALL TO ORDER Meeting called to order at 5:30 p.m. by Commissioner Jambois.

ROLL CALL Commissioner DeBoer, Commissioner Eltzroth (alternate), Commissioner Ardito, and Commissioner Jambois. Absent: Chair Westbrook and Vice Chair Merchant. Commissioner Jambois chairs meeting.

1. APPROVAL OF AGENDA:

Motion by Commissioner DeBoer; seconded by Commissioner Eltzroth to approve the agenda as submitted.

Motion Carried: 4 - 0

Voting For: DeBoer, Eltzroth, Ardito and Jambois

Voting Against: None

2. BUSINESS FROM THE FLOOR: None

3. CONSENT ITEMS:

3.A Receive and file minutes from the May 28, 2024 meeting.

[P.C. 5.28.24 min.pdf](#)

Moved by Commissioner Eltzroth; seconded by Commissioner DeBoer to approve the May 28, 2024 meeting minutes.

Motion Carried: 4 - 0

Voting For: Eltzroth, DeBoer, Ardito and Jambois

Voting Against: None

4. PUBLIC HEARINGS:

4.A Consider Resolution No. 24-1177, approving the assessment of civil penalties against the property owner of 6 Monrovia St. for APN 107-156-009-000, for noncompliance with Nuisance Abatement Order NA 2023-005.

Motion to approve Resolution No. 24-1177, approving the assessment of civil penalties against the property owner of 6 Monrovia St. for APN 107-156-009-000, for noncompliance with Nuisance Abatement Order NA 2023-005.

Public hearing opened at 5:33 p.m.

Mr. Mumper summarizes the item.

He distributes a letter from property owner Ken Morris who requests a 30-day extension.

The Commission holds discussion about providing an extension.

Commissioner Jambois states he is in favor of granting a 30-day extension and having staff bring back information on how much staff time has gone into this. Even if he cleans up the property and brings it up to code, he still wants to recover these costs. He requested staff bring back what those costs were.

Mr. Mumper responded staff costs come after the administrative fines because it will be added to the cost report and potential lien.

Commissioner Ardito states the property has been in a similar condition for as long as he can remember. As a responsible property owner, even living out of town, he should've known where it's at and that it's not acceptable. His feeling is to assess the fine. However, he does accept where the other commissioners are coming from.

Motion by Commissioner DeBoer, seconded by Commissioner Eltzroth to table the time to a future regularly scheduled meeting.

Motion Carried: 3 - 1

Voting For: DeBoer, Eltzroth, and Jambois

Voting Against: Ardito

Public hearing closed at 5:48 p.m.

[24-6-11 Monrovia Signed Notice of Hearing \(owner\).pdf](#)

[20240619_082026.jpg](#)

[20240619_082043.jpg](#)

[6 Monrovia Nuisance Abatement Order \(Resolution NO. 23-1150\).pdf](#)

[Resolution_NO._24-1177.doc](#)

[Nuisance Abatement Order After Hearing NA2023-005 - 6 Monrovia.doc](#)

- 4.B Consider Resolution No. 24-1178, approving the assessment of civil penalties against the property owner of 316 Pardee Ave. for APN 107-082-004-000, for noncompliance with Nuisance Abatement Order NA 2023-006.

Public hearing opened at 5:48 p.m.

Mr. Mumper summarizes the item. He said a demo permit was never secured and many of the violations do remain.

Staff and commissioners hold discussion regarding the item.

Public hearing closed at 5:54 p.m.

Motion by Commissioner Ardito, seconded by Commissioner DeBoer to approve Resolution 24-1178.

Motion Carried: 4 - 0

Voting For: Ardito, DeBoer, Eltzroth and Jambois.

Voting Against: None

[24-6-11 Pardee Signed Notice of Hearing.pdf](#)

[20240619_082509.jpg](#)

[20240619_082504.jpg](#)

[316 Pardee Nuisance Abatement Order \(Resolution NO. 23-1151-1152\).pdf](#)

[Resolution_NO._24-1178.doc](#)

[Nuisance Abatement Order After Hearing NA2023-006 316 Pardee.doc](#)

- 4.C Consider Resolution No. 24-1179, approving the assessment of civil penalties against the property owner of 1005 North St. for APN 103-242-007-000, for non-compliance with Nuisance Abatement Order NA 2023-004.

Motion to approve Resolution No. 24-1179, approving the assessment of civil penalties against the property owner of 1005 North St. for APN 103-242-007-000, for non-compliance with Nuisance Abatement Order NA 2023-004.

Public hearing opened at 5:55 p.m.

Mr. Mumper summarizes the item stating there are numerous violations on the property.

Jack Ward, who says the owner on record, Stan Velu, bought the property for him, requests an extension and shared he had been focusing on fixing up the property at 607 North St.

Commissioner Jambois states he fails to understand why Mr. Ward didn't make more effort at 1005 North St. With his resources of time and money he would've been better off putting effort into both properties. As it is now, it looks like he funneled his resources into one property and let 1005 slide and he has concerns about that.

The Commission and Mr. Ward hold discussion regarding the item.

Commissioner Eltzroth states the timeframe has been more than a year, we need to take some action on this.

Commissioner Ardito said he is encouraged by the efforts that were taken. He questions if the Commission assesses the \$10,000, will that stop the progress.

After more discussion with Mr. Ward and the Commissioners, the Commission approves a 30-day extension.

Commissioner Jambois states the City should recover its costs as well.

Mr. Mumper states there are other properties that the rightful property owner owns as well. It's unfair for Mr. Ward, via the property owner, to put the onus on him. A message needs to be sent that licensed contracted work needs to happen.

Motion by Commissioner DeBoer, seconded by Commissioner Ardito to table the item to a future regularly scheduled meeting.

Motion by Commissioner DeBoer, seconded by Commissioner Ardito to approve tabling the item to a future meeting.

Motion Carried: 4 - 0

Voting For: DeBoer, Ardito, Eltzroth and Jambois

Voting Against: None

[24-6-11 North Signed Notice of Hearing \(owner\).pdf](#)

[20240619_080441.jpg](#)

[20240619_080627.jpg](#)

[20240619_080630.jpg](#)

[20240619_080707.jpg](#)

[20240619_080722.jpg](#)

[20240619_080726.jpg](#)

[1005 North Street Nuisance Abatement Order \(Resolution NO. 23-1149\).pdf](#)

[Resolution_NO._24-1179.doc](#)

[Nuisance Abatement Order After Hearing NA2023-004 1005 North Street.doc](#)

- 4.D Consider Resolution No. 24-1180, for Use Permit #2024-009, proposing a six-foot chain link vehicle security fence with green vinyl slats which will encroach into the required front yard setbacks pursuant to the City of Susanville Municipal Code.

Approve or Disapprove Resolution No. 24-1180, for Use Permit #2024-009, proposing a six-foot chain link vehicle security fence with green vinyl slats, which will encroach into the required front yard setbacks pursuant to the City of Susanville Municipal Code.

Mr. Mumper makes a correction to the project description explaining the owner informed him that while the fence will be a six-foot, green chain link fence, it will not have slats. He continued he also added a condition asking the applicant to remove the vegetation from the planter box on the driveway entry to preserve line of sight safety.

Public hearing opened at 6:35 p.m.

Norm Schwartz, who lives on Grove St., asks for clarification on where the fence is going.

Mr. Mumper shows Mr. Schwartz the location on a site plan.

Public hearing closed at 6:38 pm.

Motion by Commissioner DeBoer, seconded by Commissioner Ardito to approve Resolution 24-1180 with the corrections mentioned including the removal of the green vinyl slats and the addition of maintaining the vegetation in the planter.

Motion Carried: 4 - 0

Voting For: DeBoer, Ardito, Eltzroth and Jambois

Voting Against: None

[Public Hearing Notice UP#2024-009.docx](#)

[Environmental Questionnaire UP#2024-009.pdf](#)

[Planning Application UP#2024-009 TSG Developments, LLC.pdf](#)

[Site Plan UP#2024-009.pdf](#)

[UP#2024-009 Staff Report.docx](#)

[1.jpg](#)

[2.jpg](#)

[3.jpg](#)

[4.jpg](#)

[Resolution No. 24-1180.doc](#)

[Reso. 24-1180 Disapproving.doc](#)

5. NEW BUSINESS: NONE

6. CORRESPONDENCE: NONE

7. COUNTY REFERRALS: NONE

8. ADJOURNMENT: Motion by Commissioner DeBoer, seconded by Commissioner Eltzroth to adjourn at 6:52 p.m.

Motion Carried: 4 - 0

Voting For: DeBoer, Eltzroth, Ardito and Jambois

Voting Against: None

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Ruth McElrath, Building & Planning Division

Action Date: October 22, 2024

SUBJECT: Receive and file minutes from the August 13, 2024 meeting.

PRESENTED BY: Ruth McElrath, Building Permit Technician

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

FISCAL IMPACT: None

ACTION REQUESTED: Receive and file minutes from the August 13, 2024 meeting.

ATTACHMENTS:
[8.13.24 min..pdf](#)

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

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

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

1. APPROVAL OF AGENDA:

Mr. Mumper moves item 4A ahead of Item 3-Public Hearings.

Moved by Wayne Jambois; seconded by Rod DeBoer to approve agenda with one change.

Motion Carried: 4 - 0

Voting For: Jambois, DeBoer, Ardito and Merchant

Voting Against: None

2. BUSINESS FROM THE FLOOR: None

4. NEW BUSINESS: ITEM MOVED AHEAD OF ITEM 3A

4.A Consider the appointment of a Chair and Vice Chair for the Susanville Planning Commission Motion to appoint both a Chair and Vice Chair for the Susanville Planning Commission

Moved by Commissioner DeBoer, seconded by Commissioner Ardito to appoint James Merchant as Chair

Motion Carried: 4 - 0

Voting For: DeBoer, Ardito, Jambois and Merchant

Voting Against: None

Moved by Commissioner Jambois to nominate Tony Ardito as Vice Chair. Commissioner Ardito declines.

Moved by Commissioner Jambois to nominate Commissioner DeBoer as Vice Chair. Commissioner DeBoer declines.

Moved by Commissioner DeBoer, seconded by Commissioner Ardito to nominate Commissioner Jambois as Vice Chair.

Motion Carried: 4 - 0

Voting For: DeBoer, Ardito, Jambois and Merchant

Voting Against: None

3. PUBLIC HEARINGS:

3.A Consider Resolution No. 24-1177, approving the assessment of civil penalties against the property owner of 6 Monrovia St. for APN 107-156-009-000, for noncompliance with Nuisance Abatement Order NA 2023-005.

Motion to approve Resolution No. 24-1177, approving the assessment of civil penalties against the property owner of 6 Monrovia St. for APN 107-156-009-000, for noncompliance with Nuisance Abatement Order NA 2023-005.

Mr. Mumper summarizes item and states little to no progress has been made. The owner contacted him and explained he hasn't been able to make it up. The owner was going to submit for another extension via email, but Mr. Mumper stated he never received anything via email.

Public comment opened at 5:37 p.m.

No public comment.

Public comment closed at 5:38 p.m.

Commissioner Jambois comments that staff has made a concerted effort to contact the owner. Commissioners and staff hold further discussion regarding efforts to contact the owner.

Moved by Rod DeBoer; seconded by Tony Ardito to approve resolution 24-1177.

Motion Carried: 4 - 0

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

Voting Against: None

[24-6-11 Monrovia Signed Notice of Hearing \(owner\).pdf](#)

[20240619_082026.jpg](#)

[20240619_082043.jpg](#)

[6 Monrovia Nuisance Abatement Order \(Resolution NO. 23-1150\).pdf](#)

[Nuisance Abatement Order After Hearing NA2023-005 - 6 Monrovia.doc](#)

[24-7-15 Notice of Public Hearing 1.pdf Resolution_NO._24-1177__3_\(2\).doc](#)

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3.B Consider Resolution No. 24-1179, approving the assessment of civil penalties against the property owner of 1005 North St. for APN 103-242-007-000, for noncompliance with Nuisance Abatement Order NA 2023-004.

Motion to approve Resolution No. 24-1179, approving the assessment of civil penalties against the property owner of 1005 North St. for APN 103-242-007-000, for noncompliance with Nuisance Abatement Order NA 2023-004.

Mr. Mumper summarizes item and states Code Enforcement Officer Mike Prettyman included up-to-date photos.

Mr. Prettyman passes out correspondence to the Commission. He enters into record that property owner Stan Velu states Jack Ward is the authorized representative for the property.

Mr. Mumper explains that Mr. Ward has made significant progress. All of the work has been done post abatement order. Staff came up with at least 100 hours or more in staff time. Covering that time is a minimum of \$4,000 in fines. It will be up to the Commission to deliberate where those will land.

Public hearing opened at 5:44 p.m.

Mr. Ward requests the least amount as all the money is going to make the home livable again. He appreciates the Commission giving him 30 days to work on it.

Public comment closed at 5:47 p.m.

Commissioners express appreciation for the work that has been done.

Commissioner Jambois states he is reluctant to assess a full penalty, however, there is a considerable amount of money involved in this. He realizes they need resources to work with, but he would like to see the \$4,000 recovered.

Commissioner DeBoer suggests that maybe they could work out an equitable amount for payments.

There is brief discussion regarding a payment plan.

Mr. Ward states he will lose his home with a \$4,000 fine.

Commissioner DeBoer recommends tabling the item for staff to determine a payment plan.

Mr. Mumper responds tabling the item will further increase staff time.

Commissioner Ardito suggests meeting half-way at \$2,000.

Commission holds further discussion.

Mr. Ward said they can probably agree to \$2,000.

Chair Merchant comments that he doesn't like it when civil assessments seem out of hand. The amount of effort to get the property back into compliance is admirable, but it's been a long process.

Moved by Tony Ardito; seconded by Rod DeBoer to approve Resolution 24-1179.

Motion Carried: 3 - 1

Voting For: Ardito, DeBoer, and Merchant

Voting Against: Wayne Jambois

[24-6-11 North Signed Notice of Hearing \(owner\).pdf](#)

[20240619_080441.jpg](#)
[20240619_080627.jpg](#)
[20240619_080630.jpg](#)
[20240619_080707.jpg](#)
[20240619_080722.jpg](#)
[20240619_080726.jpg](#)
[1005 North Street Nuisance Abatement Order \(Resolution NO. 23-1149\).pdf](#)
[Nuisance Abatement Order After Hearing NA2023-004 1005 North Street.doc](#)
[24-7-15 Notice of Hearing 2.pdf](#)
[20240729_084726.jpg](#)
[20240729_084716.jpg](#)
[20240729_084718.jpg](#)
[20240729_084721.jpg](#)
[Resolution_NO._24-1179__1_ \(6\).doc](#)

- 3.C Consider approval of Resolution No. 24-1181, considering an amendment to the approved conditions of Use Permit #2023-009, to allow the addition of an 8ft. security fence. Approve Resolution No. 24-1181, considering an amendment to the approved conditions of Use Permit #2023-009, to allow the addition of an 8ft. security fence.

Mr. Mumper summarizes the matter.

Public hearing opened at 6 p.m.

Mr. Kirack, property owner, further explains project.

Public comment closed at 6:01 p.m.

Motion by Commissioner DeBoer, seconded by Commissioner Ardito to approve Resolution 24-1181.

Moved by Rod DeBoer; seconded by Tony Ardito to approve Resolution 24-1181.

Motion Carried: 4 - 0

Voting For: DeBoer, Ardito, Jambois and Merchant.

Voting Against: None

Mr. Mumper reiterates that Resolution 24-1181 amends and replaces 24-1170 and resets the timeline for securing building permits.

[Disapproving Resolution.doc](#)
[Public Hearing Notice Amend UP#2023-009.docx](#)
[Public Hearing Notice to Property Owners UP#2023-009.docx](#)
[BLM Warehouse Use Permit SR_Amendment.docx](#)
[Site Plan Reduced Size.pdf](#)
[Approving_Resolution_No._24-1181 \(1\).doc](#)

- 3.D Consider Resolution No. 24-1182. **USE PERMIT/ARCHITECTURAL REVIEW #2024-010**, Susanville Indian Rancheria Housing Authority (SIRHA). The applicant is proposing (one) two story four plex multi-family housing project located at 300 Alexander Avenue (APN #107-083-002-000)

Approve Resolution No. 24-1182, approving **USE PERMIT/ARCHITECTURAL REVIEW #2024-010** for Susanville Indian Rancheria Housing Authority (SIRHA) to allow (one) two story four plex multi-family housing project located at 300 Alexander Avenue (APN #107-083-002-000)

Mr. Mumper explains the item and states the southern setback is 15-feet. The adjoining process is zoned R-3 and has a single-family residence on it, which is why we have to ask for it.

Chair Merchant comments anytime we can get affordable housing in Susanville is very good to see.

Public hearing opened at 6:07 p.m.

Phil Bush, representing the Susanville Indian Rancheria, speaks in favor of the project.

Public comment closed at 6:08 p.m.

Motion by Commissioner DeBoer, seconded by Commissioner Ardito to approve Resolution 24-1182.

Motion Carried: 4 - 0

Voting For: DeBoer, Ardito, Jambois and Merchant

Voting Against: None

[Public Hearing Notice AR#2024-010.docx](#)

[Public Hearing Notice to Property Owners UP#2024-010.docx](#)

[Project Review & Consult Distribution Form.doc](#) [300 Alexander Site Plan.pdf](#)

[300 Alexander Floor Plans-Elevations-Reduced Size.pdf](#)

[Multifamily Fourplex PCSR.docx](#)

[Disapproving Resolution.doc](#)

[Approving Resolution No. 24-1182.doc](#)

5. CORRESPONDENCE: None

6. COUNTY REFERRALS: None

7. **ADJOURNMENT:** Motion by Commissioner DeBoer, seconded by Vice Chair Jambois to adjourn at 6:13 p.m.

Motion Carried: 4 - 0

Voting For: DeBoer, Jambois, Ardito and Merchant
Voting Against: None

AGENDA ITEM NO. 4.A
Public Hearing

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: October 22, 2024

SUBJECT: Consider Resolution No. 24-1183, amending Use Permit #2022-011 for the Susanville Indian Rancheria Housing Authority.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY: The Susanville Indian Rancheria Housing Authority (SIRHA) is proposing to amend an approved Use Permit (UP#2022-011) to allow a four-plex and duplex housing project without covered parking. The approved number of parking spaces required will not change. The project site is zoned R-3 (Duplex/Triplex/Single Family Zoning District) and has a General Plan land use designation of “*Duplex and Triplex*” pursuant to the *City of Susanville General Plan 1990-2010*. The subject parcel is approximately .44 acres in size. The project site is located at 960 Paiute Lane in Susanville, CA 96130. The subject parcel has been assigned an assessor’s parcel number of 103-061-063-000 pursuant to the Official Records of Lassen County, California. The proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15332 of the CEQA Guidelines. Staff Contact: Kelly Mumper, City Planner (530)252-5104 kmumper@cityofsusanville.org

FISCAL IMPACT: None.

ACTION REQUESTED: Approve Resolution No. 24-1183, amending Use Permit #2022-011 for the Susanville Indian Rancheria Housing Authority.

ATTACHMENTS:

[960 Paiute Lane Revised Site Plan.pdf](#)

[Resolution No. 24-1183.doc](#)

[Public Hearing Notice UP#2022-011 Amendment to Conditions.docx](#)

[960 Paiute Lane 300 FT Notice.pdf](#)

[Planning Application AR-UP#22-011 Amendment.pdf](#)

[Fourplex PCSR-Amendment.docx](#)

960 Paiute Lane, Susanville, CA, 96130 APN 103-061-063-000

960 Paiute Lane, Susanville, CA, 96130 APN 103-061-063-000

SCHEDULE OF DRAWINGS

A0.0 TITLE AND ARCHITECTURAL SITE PLAN

- C1.0 SITE GRADING, DRAINAGE & UTILITIES PLAN
- AC-1 ARCHITECTURAL SITE PAVING PLAN
- A1.0 BUILDING "A" FLOOR PLANS
- A2.0 BUILDING "B" FLOOR PLAN
- A3.0 EXT. STAIRS, FINISH NOTES & DETAILS
- A4.0 BUILDING "A" SECTIONS A--A & B--B
- A4.1 BUILDING "A" SECTIONS C--C & D--D
- A4.2 BUILDING "B" SECTIONS E--E, F--F & G--G
- A5.0 BUILDING "A" EXTERIOR ELEVATIONS
- A5.1 BUILDING "A" EXTERIOR ELEVATIONS
- A5.2 BUILDING "B" EXTERIOR ELEVATIONS
- A5.3 BUILDING "B" EXTERIOR ELEVATIONS
- A6.0 ROOF PLANS & DETAILS BLDG.S "A" & "B"
- L1.0 LANDSCAPE PLAN & DETAILS

GB1 2016 CALIFORNIA GREEN BLDG. STANDARDS
GB2 2016 CALIFORNIA GREEN BLDG. STANDARDS

S-1	BLDG. "A" FOUNDATION PLAN
S-2	BLDG. "A" LOWER FLOOR STRUCTURAL FLOOR PLAN
S-3	BLDG. "A" UPPER FLOOR/LOWER ROOF FRAMING PLAN
S-4	BLDG. "A" UPPER FLOOR STRUCTURAL PLAN
S-5	BLDG. "A" UPPER ROOF FRAMING PLAN
S-6	BLDG. "B" FOUNDATION PLAN
S-7	BLDG. "B" STRUCTURAL FLOOR FRAMING PLAN
S-8	BLDG. "B" ROOF FRAMING PLAN
SD1	GENERAL STRUCTURAL NOTES
SD2	STRUCTURAL DETAILS
SD3	STRUCTURAL WOOD FRAME DETAILS
SD4	STRUCTURAL CONCRETE DETAILS
SD5	STRUCTURAL DETAILS

M1.1 MECHANICAL DETAILS
M2.1 BLDG. "A" MECH. FLOOR PLAN
M2.2 BLDG. "B" MECH. FLOOR PLAN
M3.1 BLOCK LOAD SCHEDULES

P1.1 PLUMBING SCHEDULES & DETAILS
P2.1 BLDG. "A" PLUMBING PARTIAL FLOOR PLAN
P2.2 BLDG. "A" PLUMBING PARTIAL FLOOR PLAN
P2.3 BLDG. "B" PLUMBING FLOOR PLAN

T24-1 ENERGY COMPLIANCE
T24-2 ENERGY COMPLIANCE
T24-3 ENERGY COMPLIANCE

- E0.1 SYMBOL LIST & SPECIFICATIONS
- E0.2 ELECTRICAL DETAILS & FIXTURE SCHEDULES
- E0.3 PANEL SCHEDULES
- E1.1 ELECTRICAL SITE PLAN
- E2.1 BLDG. "A" FIRST FLOOR POWER & SIGNAL PLAN
- E2.2 BLDG. "A" SECOND FLOOR POWER & SIGNAL PLAN
- E2.3 BLDG. "B" POWER & SIGNAL PLAN
- E3.1 BLDG. "A" FIRST FLOOR LIGHTING PLAN
- E3.2 BLDG. "A" SECOND FLOOR LIGHTING PLAN
- E3.3 BLDG. "B" LIGHTING PLAN
- E4.1 BLDG. "B" PHOTOVOLTAIC PLAN
- E4.2 BLDG. "B" PHOTOVOLTAIC PLAN

PROJECT DATA

Project Owner: SUSANVILLE INDIAN RANCHERIA HOUSING AUTHORITY, 870 Joaquin Street, Susanville, CA 89502 (775) 530-8558, c/o bushconsulting@thegrid.net
Project Address: 960 Paiute Lane, Susanville, NV 96130
Subdivision: N/A
APN: 103-061-063-000
Project site elevation: 4,420 ft.
Fire Hazard Zone: Low
Utilities: Public water, sewer, electric and natural gas
Occupancy type: R-2 Multi-family residential.
Site Area: 19,025 sq. ft. (0.44 acres)
Landscape Area: 5,169 sq. ft. (27%)
Asphaltic Concrete Paving Area: 7,122 sq. ft. (37.4%) - verify
Site Recreation Area: 1,180 sq. ft. (6.2%)
Parking on site: Carport (12)
Parking Required: 12 (10 std. spaces plus 1 Van type and 1 H.A.)
Buildings Site Coverage: Footprint: 3,585 sq. ft. (18.8%)
Buildings Total Floor Area: 5,379 sq. ft.
Zones: R-3
Flood Zone: X
Utilities: Public water, electric and sewer services
Construction type: Type VB (Sprinklered),

CODES: 2019 California Residential Code (CRC) as amended and adopted by City of Susanville and Lassen County, 2019 Green Bldg. Standards, 2019 California Mechanical Code, 2019 California Electrical Code, 2019 California Plumbing Code, 2019 California Energy Code

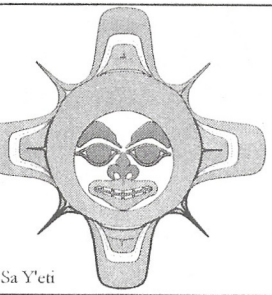
PROJECT DESCRIPTION: Construction of one wood frame, two story, 4 unit apartment building and one single story, wood frame 2 unit apartment building both with parking carports and site improvements including grading, concrete and A/C paving, landscaping, utility extensions, walks, fencing and lighting. Scope of Work includes excavation and backfill, concrete footings and flatwork, interior finishes, wood framing, plumbing, electrical systems, HVAC systems, and residential sprinklers in each living unit to be designed, engineered per NFPA chapter 13, Article 13D for building "B" and 13R for building "A" by the installing Contractor by separate deferred building permit application.

REVISIONS

Rev	Description	Date
1		8/28/2024

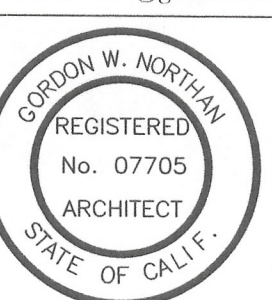
TITLE & ARCHITECTURAL SITE PLAN

CEPHYR
architecture



04 Putnam Drive
eno, Nevada 89503
(75) 351-4694

northan738@gmail.com



3/28/2024

8/28/2024
Gordon Northan

SAGE CREST APARTMENTS
960 Paiute Lane, Susanville, CA 96130
APN 103-061-063-000

Susanville Indian Rancheria H.A. (530) 596-4747
870 Joaquin Street, Susanville, CA 96130

ale
 $1''=10'$

Final revised

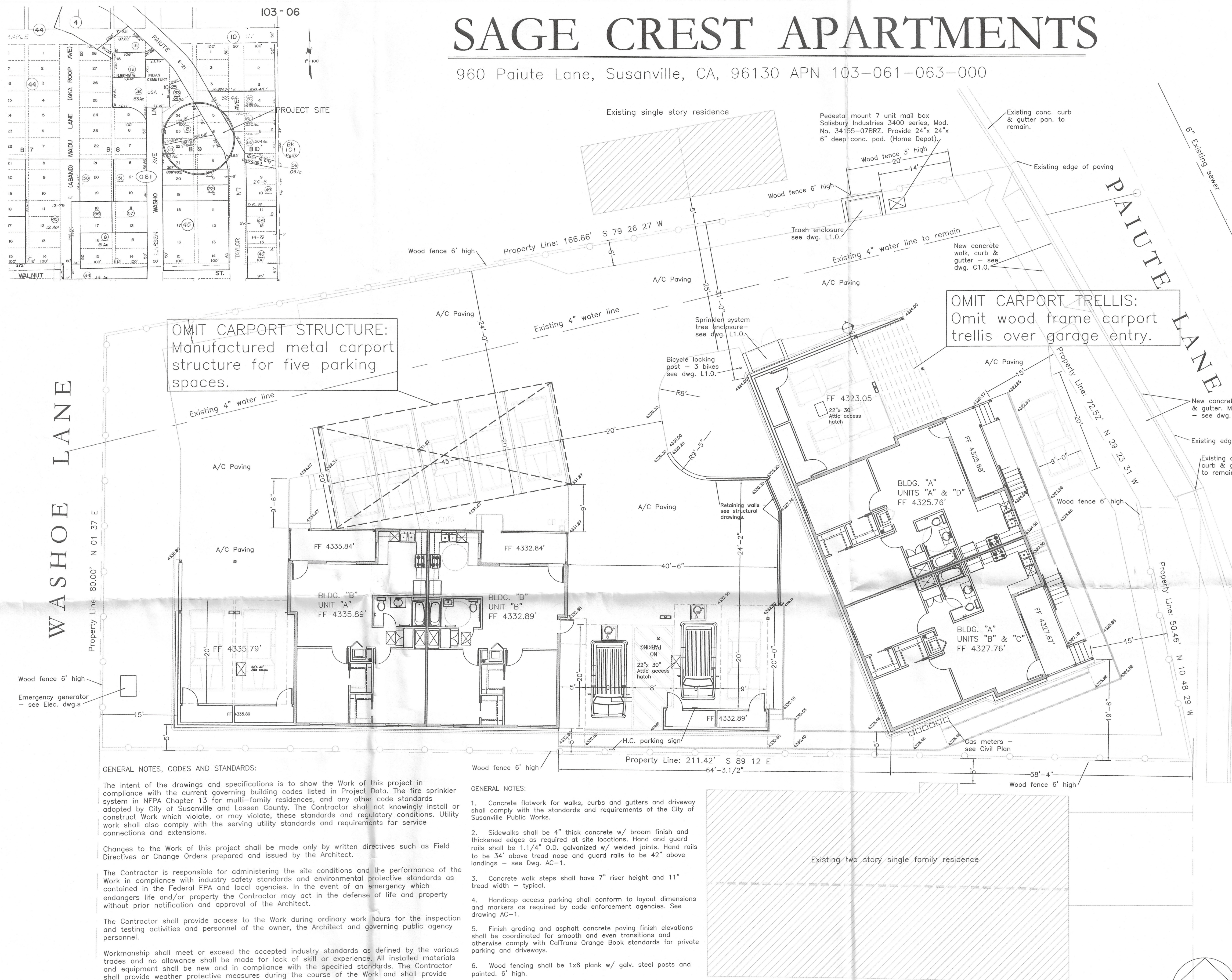
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Drawing Identity

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GENERAL NOTES, CODES AND STANDARDS:

The intent of the drawings and specifications is to show the Work of this project in compliance with the current governing building codes listed in Project Data. The fire sprinkler system in NFPA Chapter 13 for multi-family residences, and any other code standards adopted by City of Susanville and Lassen County. The Contractor shall not knowingly install or construct Work which violate, or may violate, these standards and regulatory conditions. Utility work shall also comply with the serving utility standards and requirements for service connections and extensions.

Changes to the Work of this project shall be made only by written directives such as Field Directives or Change Orders prepared and issued by the Architect.

The Contractor is responsible for administering the site conditions and the performance of the Work in compliance with industry safety standards and environmental protective standards as contained in the Federal EPA and local agencies. In the event of an emergency which endangers life and/or property the Contractor may act in the defense of life and property without prior notification and approval of the Architect.

The Contractor shall provide access to the Work during ordinary work hours for the inspection and testing activities and personnel of the owner, the Architect and governing public agency personnel.

Workmanship shall meet or exceed the accepted industry standards as defined by the various trades and no allowance shall be made for lack of skill or experience. All installed materials and equipment shall be new and in compliance with the specified standards. The Contractor shall provide weather protective measures during the course of the Work and shall provide project security against vandalism and theft.

Waste materials shall be regularly removed from the site and disposed in a legal manner in compliance with Federal EPA and local governing agency requirements. Trash shall be kept in an approved manner until removal.

The Contractor shall provide fire prevention practices and fire suppression systems and device as required by governing public agencies and the project insurers during the construction period.

GENERAL NOTES:

1. Concrete flatwork for walks, curbs and gutters and driveway shall comply with the standards and requirements of the City of Susanville Public Works.
2. Sidewalks shall be 4" thick concrete w/ broom finish and chickened edges as required at site locations. Hand and guard rails shall be 1.1/4" O.D. galvanized w/ welded joints. Hand rails to be 34" above tread nose and guard rails to be 42" above landings - see Dwg. AC-1.
3. Concrete walk steps shall have 7" riser height and 11" tread width - typical.
4. Handicap access parking shall conform to layout dimensions and markers as required by code enforcement agencies. See drawing AC-1.
5. Finish grading and asphalt concrete paving finish elevations shall be coordinated for smooth and even transitions and otherwise comply with CalTrans Orange Book standards for private parking and driveways.
6. Wood fencing shall be 1x6 plank w/ galv. steel posts and painted, 6' high.

APPROVED: Public Works

BY _____, Date: _____ 2023

APPROVED: Sanitary Sanitation District

RY _____, Date: _____ 2023

SITE PLAN

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apartment units is consistent with the Susanville Municipal Code R-3 Zoning District.

5. The proposed project is in the public interest because it provides alternate housing opportunities for city residents.
6. The proposal is located with access to a collector/arterial street providing good access to and from the site.
7. That the required improvements are necessary for public health, safety, welfare and orderly development of the area and are in accordance with adopted standards of the City of Susanville and other jurisdictions having control over development in this area.
8. That mitigation impact fees are assessed in accordance with the findings contained in previously adopted resolutions of the Susanville City Council, as referenced herein.
9. The approval to allow the construction of 6 apartment units provide a housing opportunity not currently available in the City complies with and is supported by the goals, policies and action programs of the Housing Element and Land Use Element of the General Plan, including, but not limited to the following:

Housing Variety

Goal 1: Provide a range of housing types.

Goal 2: Preserve and increase the existing supply of rental apartments.

Policy 1.1 The City shall encourage a mix of housing types including single family, multiple family and mobile homes.

Policy 1.4 Ensure that adequately residentially zoned land is available to accommodate the City's fair share of regional housing construction needs.

Policy 1.5: Maintain and conserve the existing supply of low-cost housing.

Housing Opportunity

Goal 1: Provide housing opportunities and promote the development of safe, sanitary and desirable housing for persons of all economic levels.

Goal 2: Insure a choice of housing types and locations to all persons regardless of race, sex, cultural origin, age, marital status or physical disability.

Goal 4: Provide a choice of affordable housing by location, type, price and tenure.

Policy 2.3: The City or its designee, shall insure that occupants of non-market-rate units meet the income restrictions of the development, and that these units are preserved as affordable - even upon change of ownership.

Policy 2.5: The City supports a free choice in housing.

Housing Quality

Goal 2: Enhance the residential quality and character of Susanville.

Policy 3.1: Promote efficient and environmentally sensitive residential development.

Policy 3.4: The selective rehabilitation of non-conforming housing shall be permitted and encouraged.

Policy 3.5: The City shall endeavor, through the development approval process, to insure that Susanville's community character and housing quality are maintained and improved.

Land Use Compatibility

Policy C: Amend the General Plan and Zoning Map to allow higher density housing to be located throughout the community rather than concentrated in a few small areas.

B) Approves the amended site plan for Use Permit/Architectural & Site Plan Review (AR#22-011) for (SIRHA) in accordance with the site layout plan, "CITY OF SUSANVILLE RECEIVED September 11th, 2024, BUILDING AND PLANNING" and included in the attached staff report, except as modified by the following terms, agreements and conditions contained in this Resolution:

C) The Planning Commission hereby approves Use Permit and Architectural and Site Plan Review, application Number UP/AR 22-011, filed by Susanville Indian Rancheria Housing Authority. to permit the construction of a fourplex and duplex apartment buildings totaling 6 units in general conformity with the site plan, floor plans and elevations stamped "CITY OF SUSANVILLE RECEIVED NOVEMBER 4, 2022, BUILDING AND PLANNING" attached hereto and made a part hereof except as modified by the following terms, agreements and conditions contained in this Resolution:

AREA/ SITE SPECIFIC CONDITIONS

1. Curb and gutter and sidewalk along the property frontage shall be repaired or replaced in accordance with chapter 12.20 of the Susanville Municipal Code.
2. Prior to issuing a building permit, developer must submit building colors and materials to the Building and Planning Division for final approval.
3. Construct a six-foot high fence around the property boundary in accordance with the Susanville Municipal Code Section 17.96.060. The fence shall be maintained in good condition.
4. Upgrade the path of travel around the driveway approaches into the complex to meet ADA standards.
5. Provide bicycle parking for a minimum of 3 bicycles.
6. Provide a minimum of 12 parking spaces.
7. Provide ADA parking spaces in accordance with the California Building Code requirements.
8. All standard mitigation fees and utility hook up fees apply to this project, unless waived or modified by individual providers.

1 **STANDARD CONDITIONS**

- 2 1. Any modifications to the submitted design proposal after approval by the Planning
3 Commission shall require a new application and review by the Planning Commission.
- 4 2. The requirements of all concerned governmental agencies having jurisdiction by law,
5 including by not limited to the issuance of appropriate permits shall be met.
- 6 3. For the purposes of assuring compliance, the applicant, agents, representatives or their
7 assignees agree not to deny or impede access to the subject property by City employees
8 in the performance of their duties.
- 9 4. All contractors and sub-contractors involved in the project shall obtain a City of
10 Susanville Business License and maintain said license in force for the duration of the
11 project.
- 12 5. The applicant/owner shall indemnify, protect, defend, and hold harmless, the City, and/or
13 any of its officials, officers, employees, agents, departments, agencies, and
14 instrumentalities thereof, from any and all claims, demands, lawsuits, writs of
15 mandamus, and other actions and proceedings (whether legal, equitable, declaratory,
16 administrative or adjudicatory in nature), and alternative dispute resolutions procedures
17 (including, but not limited to arbitrations, mediations, and other such procedures,
18 collectively "Actions"), brought against the City, and/or any of its officials, officers,
19 employees, agents, departments, agencies, and instrumentalities thereof, that challenge,
20 attack, or seek to modify, set aside, void, or annul, the any action of, or any permit or
21 approval issued by, the City and/or any of its officials, officers employees, agents,
22 departments, agencies, and instrumentalities thereof (including actions approved by the
23 voters of the City), for or concerning the project, whether such Actions are brought under
24 the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision
25 Map Act, Code of Civil Procedure Section 1085 or 1094.5, or any other state, federal, or
26 local statute, law, ordinance, rule, regulation, or any decision of a court of competent
27 jurisdiction. It is expressly agreed that the City shall have the right to approve, which
28 approval will not be unreasonably withheld, the legal counsel providing the City's
defense, and that developer shall reimburse City for any costs and expenses directly and
necessarily incurred by the City in the course of the defense. City shall promptly notify
the developer of any Action brought and City shall cooperate with developer in the
defense of the Action.
6. Prior to the issuance of building permits, improvement plans shall be submitted to and be
approved by the City. All improvements shall be installed in accordance with said
improvement plans prior to the issuance of a certificate of occupancy.
7. Prior to the issuance of building permits, improvement plans shall be submitted to and be
approved by the City. All improvements shall be installed in accordance with said
improvement plans prior to the issuance of a certificate of occupancy.
8. All activities associated with a building site shall be conducted in a manner to control
fugitive dust emissions through the use of dust palliative agents or the use of water to
mitigate offsite impacts in accordance with Lassen County Air Quality District adopted
regulations.
9. The owner/developer shall pay the cost for rearrangement, relocation, or removal of any

- 1 utilities caused by any construction activity, whether inside or outside of the project
2 where such work is a condition of or necessary to serve the project.
- 3 10. All new or relocated utility lines shall be placed underground, and easements shall be
4 provided if required.
- 5 11. The improvement plans for the water supply and natural gas supply shall be reviewed
6 and approved by the City prior to the installation of the facilities. Water supply main lines,
7 meters, appurtenant facilities, and service connections to the site shall be installed in
8 accordance with the construction and testing standards of the City of Susanville.
- 9 12. All natural gas mains and service lines and appurtenances for the proposed project will
10 be installed by the City of Susanville or its qualified contractor at the expense of the
11 developer and to City construction standards. Gas line trenching will be provided by the
12 developer and can be installed in a common trench with water per City Standards.
13 Construction costs may be offset by installing gas lines in common trenches with water
14 lines.
- 15 13. Prior to the issuance of building permits, the developer shall pay all inspection, capital
16 improvement and facilities fees, connection and other capacity charges or fees as
17 established by the City for the water supply and natural gas.
- 18 14. Contact Lassen Municipal Utility District before construction or before any electrical
19 design is started for the project and complies with LMUD standards and specifications.
20 All utility lines shall be placed underground.
- 21 15. Meet the requirements of the Susanville Sanitary District (SSD) and include their
22 requirements in the final design plans for a building permit. Owner/developer shall
23 comply with all Susanville Sanitary District requirements.
- 24 16. The project shall meet the fire and life safety requirements of the Fire Department
25 prior to the issuance of a certificate of occupancy by the City.
- 26 17. Ensure that each wall of the new apartment building is within 150 feet of a fire access
27 point (parking lot or driveway).
- 28 18. Fire lane curbs shall be painted red on both sides of the main driveway.
19. Trash enclosures shall be provided per Susanville Municipal Code Section 17.020.060 H
which states: *"Outdoor Trash Storage. All outdoor trash storage and collection facilities
other than standard containers for individual residential use shall be enclosed by a solid
masonry wall or view-obscuring fence at least one foot higher than the trash container."*
20. Prior to issuance of a building permit, irrigation and landscaping plan (including the
species, size and placement of trees and shrubs) shall be submitted to the Community
Development Department for approval. Trees and shrubs required by code shall be a
minimum 1 ½" caliper and 75% of the shrubs shall be a minimum of 5 gallon size, 25%
may be 2 gallon containers. Size of additional plantings not required by code may be
alternate sizes. The landscape and irrigation improvements identified in the approved
construction plans shall be installed prior to the issuance of a Certificate of Occupancy
unless otherwise provided for.

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21. All disturbed areas on the site shall be planted and maintained with shrubs or native plant material and a permanent irrigation system or covered with weed mat and rock or other appropriate barrier to keep the site weed free.
22. For new lighting, a plan shall be submitted that shows the location, height, type and spread of exterior lighting on the site. All lighting shall be downward directional and include full cut-off fixtures to protect the Susanville night sky and adjacent parcels from unsightly glare. New on-site lighting shall conform to Section 17.96.050 of the City of Susanville Municipal Code.
23. The design of all signs shall be approved and permitted by the Community Development Department prior to installation.
24. All numbers shall be assigned by the city and be obtained from the Building and Planning Division. Numbers shall be legible, shall be placed in an approved location and shall be easily viewed from the public entrance to the property. Numbering plans for multiple units, condominium projects and alike shall be submitted and approved during the project review process. The use of letters to identify units is prohibited.
25. Compliance with the California Fire Code and a knock box for emergency access shall be required if deemed necessary by the Fire Chief.
26. Install fire sprinkler systems in the new structures/units.
27. Shall comply with Title 24 of the California Building Code.
28. Provide ADA parking spaces in accordance with the California Building Code requirements.
29. The fire alarm system for the entire complex shall meet current fire code requirements.
30. Ensure that each wall of the new apartment building is within 150 feet of a fire access point (parking lot or driveway).
31. This permit will become null and void if the approved use has not begun within 24 months from the date of adoption of this resolution unless an extension of the life of the permit is approved by the Planning Commission. It is the applicant's responsibility to request an extension within a reasonable time frame, if needed.

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APPROVED: _____
James Merchant 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 22nd day of October 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk
Secretary to the Planning Commission

NOTICE OF PUBLIC HEARING

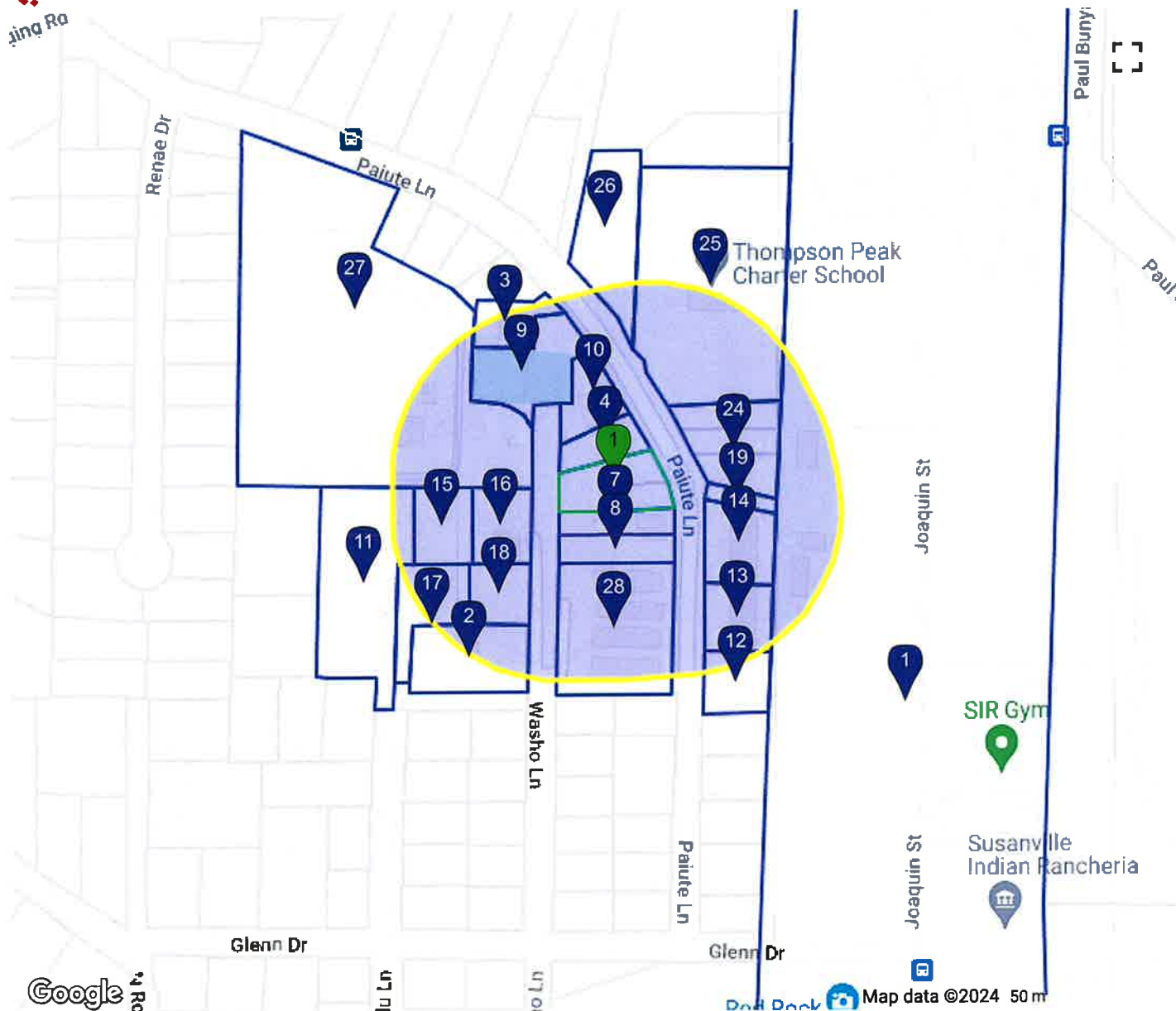
The City of Susanville Planning Commission will be holding a public hearing to allow public comment on an applicant-initiated Amendment to Conditions of Approval Application for Architectural Review/Use Permit #2022-011 for the Susanville Indian Rancheria Housing Authority (SIRHA).

The Susanville Indian Rancheria Housing Authority (SIRHA) is proposing to amend an approved Use Permit (UP#2022-011) to allow a four-plex and duplex housing project without covered parking. The project site is zoned R-3 (Duplex/Triplex/Single Family Zoning District) and has a General Plan land use designation of "*Duplex and Triplex*" pursuant to the *City of Susanville General Plan 1990-2010*. The subject parcel is approximately .44 acres in size. The project site is located at 960 Paiute Lane in Susanville, CA 96130. The subject parcel has been assigned an assessor's parcel number of 103-061-063-000 pursuant to the Official Records of Lassen County, California. The proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15332 of the CEQA Guidelines.

This project is scheduled to have a public hearing by the Planning Commission at 5:30 p.m. on October 22, 2024, in the City of Susanville City Council Chambers located at 66 N. Lassen Street Susanville, CA 96130. The public is invited to attend and provide verbal and/or written comments on the proposed project. Written comments must be received at the above address at, or prior to, the meeting date and time. Note: Any appeals on the above-mentioned proposal must be based on comments made known (either through written or verbal comments) at the public hearing. Appellants must also be represented at the public hearing for an appeal to be accepted by the City Council. "If you challenge the City's action on this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City at, or prior to, the public hearing." Govt. Code 65009. Any questions regarding this or the proposal may be directed to the City Planner, Kelly Mumper at (530) 252-5104 during normal business hours.

BY: Kelly Mumper, City Planner

FOR: City of Susanville, Planning Commission



960 Paiute Ln.
300-ft. noticing

City of Susanville

PLANNING APPLICATION



City of Susanville, Planning Division
66 North Lassen Street
Susanville, California 96130-3904
(530) 252-5118 / Fax (530) 257-4725

TYPE OR PRINT CLEARLY

Applicant SIRHA Hsg. Auth.	Street Address 870 Joaquin St., Unit G, Susanville	City 96130	Zip Code 96130	Day Phone () (530) 257-5033
Representative (if any) ZEPHYR architecture	Street Address 604 Putnam St., Reno, NV	City 89503	Zip Code 89503	Day Phone () (775) 351-4694
Property Owner Susanville Rancheria	Street Address 870 Joaquin St., Unit G, Susanville	City 96130	Zip Code 96130	Day Phone () (530) 596-4747
Correspondence to be sent to: ☐ Applicant ☐ Representative ☐ Owner				

Project Address 960 Paiute Lane			Assessor's Parcel No. 103-061-063-000
Existing Land Use Vacant	Site Acreage 19,025 s..f.	Zoning R-3	General Plan
Description of proposed project (attach sheets if necessary)			
Construction of two buildings: one four unit two story building and a two unit single story building including site improvements; paving, walks, site utilities fencing and landscaping			

Applicant/Representative: I have reviewed this application and the attached material. The provided information is accurate. Signed <u><i>[Signature]</i></u> Date <u>9-11-24</u>	Property Owner/Authorized Agent: I have read this application and consent to its filing. Signed _____ Date _____
--	---

TYPE OF APPLICATION	☐ Abandonment ☐ Administrative Permit ☒ Architectural & Site Plan Review ☐ Amendment/Appeal ☐ Design Review ☐ General Plan Amendment	☐ Home Occupation Permit ☐ Lot Line Adjustment ☐ Other _____ ☐ Parcel Map ☐ Planned Development District ☐ Rezoning	☐ Specific Plan ☐ Subdivision ☒ Use Permit ☐ Time Extension: Expiration Date _____ ☐ Zone Variance
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REQUIRED SUPPLEMENTAL INFORMATION	☐ Reproducible Site Plan; Use Permit, Administrative Permit, Site Plan Review, Variance ☐ Building Elevations: Use Permit, Site Plan Review, Planned Development ☐ Floor Plans: Planned Development, Use Permit ☐ Reproducible Tentative Subdivision Map (copies) ☐ Preliminary Title Report: Subdivision, Lot Split, Abandonment ☐ Subdivision Data Sheet: Subdivision, Planned Development	☐ Letters from Utility Companies: Abandonment ☐ Letter of Justification: Variance ☐ Home Occupation Permit Affidavit ☐ Legal Description: Lot Line Adjustment/Merger; Abandonment ☐ C C & R's ☐ Other _____
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FOR OFFICE USE ONLY	Application Number(s) AR/UP#22-011 (Amendment)	Received By RM	Date Application Received 9/16/2024
	Date Application Certified Complete 10/16/2024	Staff Assigned KM	Redevelopment Area ☐ Yes ☒ No
	Fees Received/Receipt No. \$652.00		
	Environmental Determination ☒ Categorically Exempt ☐ Negative Declaration ☐ EIR Required	NOTES TO FILE	

MAKE CHECKS PAYABLE TO CITY OF SUSANVILLE

CITY OF SUSANVILLE PLANNING COMMISSION
STAFF REPORT
OCTOBER 22, 2024

FILE NUMBER	<i>Amendment to Conditions of Approval</i> for Use Permit # UP/AR #22-011		
APPLICANT/OWNER	Susanville Indian Rancheria Housing Authority (SIRHA)		
REPRESENTATIVE	Bush Consulting		
REQUEST	Use Permit Amendment to allow the required parking to be uncovered parking vs. covered parking.		
ASSESSOR'S PARCEL NO.	103-061-063-000		
PARCEL SIZE	.44 Acres		
LOCATION	960 Paiute Lane		
EXISTING ZONING	R-3 Duplex and Triplex Residential		
SURROUNDING ZONING AND LAND USE	ZONING		LAND USE
	North	R-3	Duplex and Triplex Residential
	South	R-3	Duplex and Triplex Residential
	East	R-3	Duplex and Triplex Residential
	West	R-3	Duplex and Triplex Residential
GENERAL PLAN DESIGNATION	Duplex and Triplex Residential		
ENVIRONMENTAL DETERMINATION	CEQA Categorically Exempt Section 15332 Infill Development		

COMMENTS RECEIVED:

City of Susanville Building Official - Building permits required. All new structures must be constructed to the 2019 building code. Agency approvals required before construction begins.

City Public Works – Provide utility plans for any needed size upgrade or additional water or gas service. Provide grading plan with ADA upgrades at ingress and egress points to Paiute Lane (driveway approach). Replace or repair all damaged curb, gutter and sidewalk.

Susanville Police Department –None.

Susanville Fire Department – install sprinkler systems in the new structures. Ensure that all sides of the new apartment building are within 150’ of a fire access point (driveway/parking area)

BACKGROUND/PROJECT DESCRIPTION:

The SIRHA is proposing a Use Permit to allow a four-plex and duplex housing project totaling six housing units. The project site is zoned R-3 (Duplex/Triplex/Single Family Zoning District) and has a General Plan land use designation of “*Duplex and Triplex*” pursuant to the *City of Susanville General Plan 1990-2010*. The subject parcel is approximately .44 acres in size. The project site has recently been assigned a situs address of 960 Paiute Lane in Susanville, CA 96130 and is assigned APN: 103-061-063-000. The Project will preserve and increase the supply of affordable housing to the residents in Susanville, one of the goals of the City’s Housing Element.

ANALYSIS:

The property is zoned R-3 Duplex and Triplex Residential. Prior to 2000 the R-3 zoning allowed apartments (4 or more dwelling units in a single building) as an allowed use. In 2000 amendments to the R-3 zoning made apartments a conditional use subject to a Use Permit. Additionally the R-3 zoning requires an Architectural and Site Plan Review for any development that proposes more than a single family dwelling or duplex on any property. The development is also subject to the multi-family development standards found in section 17.104.110, adopted in 2006, and discussed in detail further below and attached to this report.

MULTI-FAMILY DEVELOPMENT STANDARDS

Multiple story buildings shall be designed, located and oriented to preserve significant views throughout the site as much as practical to natural features. The site has significant views due to the topography. The location of the new buildings are proposed in an area that is already surrounded by existing structures. However, impacts to views from neighboring residences will be affected.

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 particular zone district. Modulated or varied building setbacks shall be considered if they avoid the creation of a monotonous streetscape. The average front setback on Paiute Lane within 200 feet of the site is approximately 15 feet.

Where practical, private sidewalks separate from driveways and parking lots shall be provided between dwellings and parking areas, on-site amenities and public sidewalks.

Bicycle parking areas at a rate of 0.5 spaces per dwelling unit shall be provided. Adequate room for bicycle parking has not been provided on the preliminary site plan. If approved, the project shall require adequate bicycle parking for each residence.

At least seventy-five (75) percent of trees planted on-site shall be 1.5 inch caliper in size.

A landscaping plan must be provided and approved prior to issuance of building permits.

At least seventy-five (75) percent of shrubs shall be planted from five-gallon size containers.

All disturbed areas shall be covered with an appropriate groundcover to prevent weed and unwanted vegetative growth. Groundcover shall include a weed mat and rock, mulch, wood chips, bark or live plant material. This will be required as part of the landscape plan review.

Total number of trees planted on an entire site shall not be less than one tree per each dwelling unit.

Each dwelling unit shall have a usable outdoor space designed for the exclusive use of that dwelling unit at grade or in the form of a balcony for upper story dwellings, unless approved otherwise by the Planning Commission. The proposed project meets this requirement.

All outdoor lights mounted on poles, buildings or trees that are lit between the hours of ten p.m. and six a.m. shall use full cut-off fixtures. This shall be a condition of the project.

Pole mounted lighting shall be spaced for maximum efficiency and shall be no taller than sixteen (16) feet in height.

Landscaping requirements in this section shall be in addition to those required in Section 17.96.040, Landscaping, unless approved otherwise by the community development director. A detailed landscaping plan will be required for the areas previously discussed and around the new structures.

SITE DESIGN

The R-3 zone district also requires this proposal to be evaluated against the City's adopted Design Guidelines. The proposed structures will be of wood frame construction with wood or composite material siding and composition shingle roof material. The site plan and building shall be evaluated against the following applicable site and architectural design criteria in the guidelines:

Building location(s) and site layout should provide for a functional relationship with the existing site topography, vegetation and other natural features.

All development proposals should consider existing site conditions and should be designed to be compatible with the surrounding neighborhood and visual environment. The site is flat with no limiting topographical conditions. The surrounding neighborhood is a mixture of single family, multi-family and a recently established Charter School in the former Church. The proposed design will be compatible with all of these uses.

Natural features should be recognized and integrated into the site plan as much as possible. There are significant rock outcroppings (natural features) present on the site.

However, due to the parcel size, topography, and overall project design, said features cannot be maintained should the project be approved.

Rivers, streams, ponds, hillsides, rock formations, mature trees, native vegetation and similar natural features should be incorporated into the overall project design as much as possible. The project site has significant slopes, rock formations, and includes a hillside.

Development should be designed to minimize grading, earthwork and land disturbance and maintain the natural topographic features of the site. Accommodation of existing natural conditions can help avoid site problems associated with flooding, steep slopes, natural drainage courses, rock outcrops and other natural features. The site will need significant grading work to develop due to the rock outcrops.

Buildings should be located and oriented in a manner that preserves significant views. Views from three vantage points are critical in the siting and orientation of buildings:

- a) Looking at the site from neighboring properties and other areas;*
- b) Looking at natural features, vistas, and other properties from the site.*
- c) Looking through the site from key places within the project.*

Even with existing development in the project vicinity, significant views from adjoining properties with existing development may be impacted.

Existing residential land uses should be protected from the noise, traffic, light and glare, fumes, lack of privacy and other potentially offensive aspects of proposed new neighboring land uses. Possible design solutions may include orientation of buildings and site activities away from sensitive areas, buffer plantings, fences, walls, berms, and/or additional open space separation. Single family residential and multi-family residential uses are generally compatible. The same range of activities occurs on both land use types. Some additional noise may be generated by multi-family developments but not in excess of acceptable residential thresholds. Separation from existing single family dwelling serves to mitigate potential incompatibilities. The project abuts single family residential to the north, south and southwest. In urban areas a zone wall is required for a proposed multifamily residential use in an R-3, R-3A or an R-4 zone district that abuts an R-1 district or a single-family home. The requirement calls for either a solid masonry concrete wall, a high-quality permanent, treated wood fence with decorative block pillars or other material(s) found by the community development director to have significant sound deadening qualities. An alternate option is a planted berm six feet in height constructed along the property line. It is recommended that fencing meeting the zoning requirement be installed as a condition of the project.

In established residential areas it is generally desirable to continue the existing setback pattern to retain the character of the area. The setbacks for new construction should reflect the average setback of the existing adjacent structures, within the limitations of the particular zoning district. The proposed site layout meets this recommendation with a 15' setback from the roadway.

Site design should minimize changes to natural drainage patterns and avoid significant

cut and fill slopes whenever possible. Cuts and fills within the drip-line of existing trees should be avoided. Drainage design should seek to avoid concentrating and accelerating storm runoff. The natural drainage will be maintained and enhanced. No natural drainage courses will be affected by the project nor will the drainage pattern be significantly affected.

The clustering of buildings and/or uses in larger projects is encouraged. Clustering can minimize the disruption of natural features, provide for more convenient access, reduce improvement costs and create a more functional and cohesive design.

Buildings should be sited and designed so that their forms do not disrupt prominent natural skylines such as ridges or hilltops. Buildings which are silhouetted against natural skylines should be designed to be compatible with the natural setting. The new apartment buildings proposed will be terraced into the hillside post excavation of the rock formation and outcroppings.

Well-landscaped and functional open space areas around building(s) are strongly encouraged. Open space can reduce the perceived density of development, serve as an effective buffer between adjacent development and sensitive land uses and enhance the overall visual appearance of the project. This policy seems at odds with the policy for clustering buildings. There are and will be landscaped areas between each building landscaping around the perimeter of the project site.

Accommodations for pedestrian and bicycle circulation should be provided for in the site and building designs. For safety reasons, such accommodations should be designed to avoid conflicts with automobile and truck circulation patterns. The internal circulation pattern is very simple and circular in design and there should be no conflicts for pedestrians or bicycles. Bicycle parking is a required element of the project.

Similar adjacent land uses should utilize joint access to arterial and collector streets to minimize disruptions to through traffic, reduce improvement costs, provide additional landscaped and open space areas, and to improve vehicle and pedestrian safety. Existing development patterns make it possible for shared driveway or road access with adjacent uses should Washo Lane ever be completed and or extended.

Streets and driveways should be designed in conjunction with existing topographic conditions and natural features such as creeks and drainages. This will help to minimize the amount of cut and fill and to preserve natural drainage patterns. There are significant topographic features on the site. The driveway apron and road pattern is already established.

Service areas and auxiliary structures (garbage dumpsters; propane, gas and oil tanks; utility boxes; etcetera) should be screened from public street view with a fence, wall or appropriate landscaping.

ACCESS & CIRCULATION: No changes to access or circulation are required or proposed as part of this application. However, an encroachment permit may be required

from the Public Works Department pending their review.

PROPERTY LINES & SETBACKS: All existing and proposed structures will meet the setback requirements for zoning. A 6-foot zone wall is proposed around the entire site except the street frontage for privacy and security purposes.

PARKING: The proposed design meets the compact parking space requirements outlined in the Susanville Municipal Code. The applicants are requesting that the covered aspect of the required parking be amended.

LANDSCAPING AND BUFFERING: The site is adequately landscaped, proposing 27% of the project site, or 5,169 square feet, including areas with sod/grass and native trees and shrubs (9).

WATER QUALITY & DRAINAGE: The new apartment buildings represent the addition of impervious surfaces which will incrementally increase the runoff from the site. The City's public works department did not identify any additional drainage requirements for the project at this time but may ask for additional requirements when the building plans are routed pending approval.

UTILITIES: Utilities will have to be extended to serve the new structures. These will be underground and will meet building/electrical code requirements as well as the extension of sewer lines to serve the new apartment building.

ARCHITECTURAL REVIEW, SIGNAGE & LIGHTING: The architectural style of the new buildings on the site will have the same paint scheme which will serve to provide a consistent look within the complex. The color palette will be presented for the Commission to review at the meeting.

The look of the new complex is appropriate for the area and should not detract from the surrounding neighborhood. The project is only partially visible from public rights-of-way. New exterior lighting is expected in association with the new structures. The lighting will be required to have full cut-off fixtures and shall be downward directional. A lighted directory sign will be required for the complex which shows the building numbering. Units shall be assigned addresses by unit number not letter, per the Postmaster of Sacramento, CA.

GENERAL PLAN: The City's General Plan Land Use designation for the property is Duplex and Triplex Residential which has the following description:

Duplex and Triplex 0-15 DU/AC This designation invites flexibility in site design and type of unit. Although single family homes are allowed in limited circumstances, the majority of this designation allows for a variety of residential structure types that house more than one dwelling, as long as the maximum density does not exceed fifteen (15 du/ac) dwelling units per acre. Some low intensity fourplexes and multi-family development (in structures containing more than three (3) units) may be permitted through the use permit process where

compatibility with adjacent development can be assured.

Goal 1: Provide housing opportunities and promote the development of safe, sanitary, and desirable housing for persons of all economic levels.

Goal 2: Preserve and increase the existing supply of rental apartments.

Goal 4: Provide a choice of affordable housing by location, type, price, and tenure.

Policy 1.4: Ensure that adequate residentially zoned land is available to accommodate the City's fair share of regional housing construction needs.

Policy 1.5: Maintain and conserve the existing supply of low-cost housing.

Policy 2.3: The City or its designee shall insure that occupants of non-market-rate units meet the income restrictions of the development, and that these units are preserved as affordable – even upon change of ownership.

Policy 3.4: The selective rehabilitation of non-conforming housing shall be permitted and encouraged.

ENVIRONMENTAL DETERMINATION (CEQA):

The project is categorically exempt from environmental review under the California Environmental Quality Act (CEQA) as a Class 32 Infill Development Project.

RECOMMENDATION: Adoption of Resolution No. 24-1183, approving an amendment to Use Permit, Architectural, and Site Plan Review No. UP/AR #22-011, SIRHA on APN: 103-061-063-000, subject to the conditions listed in the attached Resolution.

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: October 22, 2024

SUBJECT: Consider Resolution No. 24-1184, which proposes a Use Permit (Use Permit #2024-013) to allow Long Term Rentals (30 Days or More) at the existing Frontier Inn Hotel.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY:

USE PERMIT #2024-013, FRONTIER INN HOTEL. The applicants are requesting a Use Permit to allow Long-Term Rental (30 days or more) and Single Room Occupancy options at the existing 48-unit hotel. Single Room Occupancy is allowed in a C-2 Zoning District by first securing a Use Permit through the City of Susanville Planning Commission Pursuant to Title 17, Chapter 17.36.030(P). The subject property has a zoning designation of C-2 (General Commercial Shopping Center Zoning District) and has a land use designation of *“General Commercial/Shopping Center”* pursuant to the *City of Susanville General Plan 1990-2010*. The subject parcel has been assigned assessor’s parcel number 105-251-015-000 pursuant to the Official Records of Lassen County, California. The proposed project if approved would not require further environmental review pursuant to Section 15301 of the California Environmental Quality Act (CEAQ) Guidelines. Staff Contact: Kelly Mumper, City Planner (530)252-5104 kmumper@cityofsusanville.org

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No. 24-1184, approving Use Permit #2024-013, to allow Long Term Rentals (30 Days or More) at the existing Frontier Inn Hotel.

ATTACHMENTS:

[Public Hearing Notice UP#2024-013.docx](#)
[2685 Main Street \(Frontier Inn\) 300 FT Notice.pdf](#)
[Resolution No. 24-1184.doc](#)
[Planning Application UP#24-013 Frontier Inn.pdf](#)
[Frontier Inn Site Plan.pdf](#)
[Existing Use Permit No. 101 Frontier Inn.pdf](#)

NOTICE OF PUBLIC HEARING

The City of Susanville Planning Commission will be holding a public hearing to allow public comment on Use Permit #2024-013 for the Frontier Inn Hotel. The City of Susanville is required by state law to facilitate Use Permits and or Land Use Entitlements initiated by private landowners for specific projects on privately owned lands. City staff and the Planning Commission's role is to evaluate the application as it pertains to the associated zoning district and formulate findings of consistency or inconsistencies when determining a project's potential for approval. The City of Susanville strives to evaluate these proposals thoroughly in order to preserve the public health, safety, and welfare of the overall community.

The applicants are requesting a Use Permit to allow Short-Term Rental (30 days or less) and Single Room Occupancy options at the existing 48-unit hotel. Single Room Occupancy is allowed in a C-2 Zoning District by first securing a Use Permit through the City of Susanville Planning Commission Pursuant to Title 17, Chapter 17.36.030(P). The subject property has a zoning designation of C-2 (General Commercial Shopping Center Zoning District) and has a land use designation of "*General Commercial/Shopping Center*" pursuant to the *City of Susanville General Plan 1990-2010*. The subject parcel has been assigned assessor's parcel number 105-251-015-000 pursuant to the Official Records of Lassen County, California. The proposed project if approved would not require further environmental review pursuant to Section 15301 of the California Environmental Quality Act (CEAQ) Guidelines.

This project is scheduled to have a public hearing by the Planning Commission at 5:30 p.m. on October 22, 2024, in the City of Susanville City Council Chambers located at 66 N. Lassen Street Susanville, CA 96130. The public is invited to attend and provide verbal and/or written comments on the proposed project. Written comments must be received at the above address at, or prior to, the meeting date and time. Note: Any appeals on the proposal must be based on comments made known (either through written or verbal comments) at the public hearing. Appellants must also be represented at the public hearing for an appeal to be accepted by the City Council. "If you challenge the City's action on this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City at, or prior to, the public hearing." Govt. Code 65009. Any questions regarding this or the proposal may be directed to the City Planner, Kelly Mumper at (530) 252-5104.

BY: Kelly Mumper, City Planner
FOR: City of Susanville, Planning Commission



2685 Main
300-ft. noticing

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- 1 6. The proposal is located with access to a collector/arterial streets providing good access
2 to and from the site and is located close to public transit options.
- 3 7. That the required improvements are necessary for public health, safety, welfare and
4 orderly development of the area and are in accordance with adopted standards of the
5 City of Susanville and other jurisdictions having control over development in this area.
- 6 8. The approval to allow long term rental and single room occupancy options provides a
7 housing opportunity not currently available in the City and complies with and is
8 supported by the goals, policies and action programs of the Housing Element and
9 Land Use.

10 Housing Variety

11 Goal 1: Provide a range of housing types.

12 Goal 2: Preserve and increase the existing supply of rental
13 apartments.

14 Policy 1.1 The City shall encourage a mix of housing types including
15 single family, multiple family and mobile homes.

16 Policy 1.4 Ensure that adequately residentially zoned land is available
17 to accommodate the City's fair share of regional housing construction
18 needs.

19 Policy 1.5: Maintain and conserve the existing supply of low-cost
20 housing.

21 Housing Opportunity

22 Goal 1: Provide housing opportunities and promote the development
23 of safe, sanitary and desirable housing for persons of all economic
24 levels.

25 Goal 2: Insure a choice of housing types and locations to all persons
26 regardless of race, sex, cultural origin, age, marital status or physical
27 disability.

28 Goal 4: Provide a choice of affordable housing by location, type,
price and tenure.

Policy 2.3: The City or its designee, shall insure that occupants of
non-market-rate units meet the income restrictions of the
development, and that these units are preserved as affordable -
even upon change of ownership.

Policy 2.5: The City supports a free choice in housing.

Housing Quality

Goal 2: Enhance the residential quality and character of Susanville.

Policy 3.1: Promote efficient and environmentally sensitive residential
development.

Policy 3.4: The selective rehabilitation of non-conforming housing shall
be permitted and encouraged.

Policy 3.5: The City shall endeavor, through the development
approval process, to insure that Susanville's community character
and housing quality are maintained and improved.

- 1 B) Approves the site plan for Use Permit (UP#24-013) for the Frontier Inn Hotel in
2 accordance with the site layout plan, "CITY OF SUSANVILLE RECEIVED August 21,
3 2024, BUILDING AND PLANNING" and included in the attached staff report, except as
4 modified by the following terms, agreements and conditions contained in this Resolution:

4 **AREA/ SITE SPECIFIC CONDITIONS**

- 5 1. Maintain the newly constructed six-foot high fence around the property
6 boundary in accordance with the Susanville Municipal Code Section
7 17.96.060.
8
9 2. Provide ADA parking spaces in accordance with the California Building Code
10 requirements.
11
12 3. Provide engineered plans within 90 days of approval to repair or reconstruct
13 the overhang structure attached to the front office building or apply for a
14 demolition permit to remove the overhang structure.
15
16 4. The broken sign shall be repaired or removed within 60 days of approval of
17 this Use Permit and a building permit for the work secured.

13 **STANDARD CONDITIONS**

- 14 1. Any modifications to the submitted design proposal after approval by the Planning
15 Commission shall require a new application and review by the Planning Commission.
16
17 2. For the purposes of assuring compliance, the applicant, agents, representatives or their
18 assignees agree not to deny or impede access to the subject property by City employees
19 in the performance of their duties.
20
21 3. All contractors and sub-contractors involved in the project shall obtain a City of
22 Susanville Business License and maintain said license in force for the duration of the
23 project.
24
25 4. The applicant/owner shall indemnify, protect, defend, and hold harmless, the City, and/or
26 any of its officials, officers, employees, agents, departments, agencies, and
27 instrumentalities thereof, from any and all claims, demands, lawsuits, writs of
28 mandamus, and other actions and proceedings (whether legal, equitable, declaratory,
administrative or adjudicatory in nature), and alternative dispute resolutions procedures
(including, but not limited to arbitrations, mediations, and other such procedures,
collectively "Actions"), brought against the City, and/or any of its officials, officers,
employees, agents, departments, agencies, and instrumentalities thereof, that challenge,
attack, or seek to modify, set aside, void, or annul, the any action of, or any permit or
approval issued by, the City and/or any of its officials, officers employees, agents,
departments, agencies, and instrumentalities thereof (including actions approved by the
voters of the City), for or concerning the project, whether such Actions are brought under
the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision
Map Act, Code of Civil Procedure Section 1085 or 1094.5, or any other state, federal, or
local statute, law, ordinance, rule, regulation, or any decision of a court of competent
jurisdiction. It is expressly agreed that the City shall have the right to approve, which
approval will not be unreasonably withheld, the legal counsel providing the City's

1 defense, and that developer shall reimburse City for any costs and expenses directly and
2 necessarily incurred by the City in the course of the defense. City shall promptly notify
3 the developer of any Action brought and City shall cooperate with developer in the
4 defense of the Action.

- 5 5. The project shall meet the fire and life safety requirements of the Fire Department.
- 6 6. Trash enclosures shall be provided per Susanville Municipal Code Section 17.020.060 H
7 which states: *"Outdoor Trash Storage. All outdoor trash storage and collection facilities
8 other than standard containers for individual residential use shall be enclosed by a solid
9 masonry wall or view-obscuring fence at least one foot higher than the trash container."*
- 10 7. All disturbed areas on the site shall be planted and maintained with shrubs or native plant
11 material and a permanent irrigation system or covered with weed mat and rock or other
12 appropriate barrier to keep the site weed free. All existing landscaping shall be
13 maintained in a manner to ensure adequate line of sight safety at driveway entrances,
14 exits, and cross streets.
- 15 8. All lighting shall be downward directional and include full cut-off fixtures to protect the
16 Susanville night sky and adjacent parcels from unsightly glare. New on-site lighting shall
17 conform to Section 17.96.050 of the City of Susanville Municipal Code.
- 18 9. The design of all signs shall be approved and permitted by the Community Development
19 Department prior to installation and secure a building permit for any new or existing sign
20 modifications.
- 21 10. All units shall be assigned numbers. The use of letters to identify units is prohibited per
22 the Post Master of Sacramento, California.
- 23 11. Compliance with the California Fire Code and a knock box for emergency access shall
24 be required if deemed necessary by the Fire Chief.
- 25 12. Shall comply with Title 24 of the California Building Code.
- 26 13. The fire alarm system for the entire complex shall meet current fire code
27 requirements.
- 28 14. Each hotel unit shall have adequate smoke and carbon dioxide detectors.
15. The applicants shall be required to allow City staff to schedule no less than (2)
inspections per year so that staff can ensure proper fire and life safety codes are
maintained. The City shall provide at least 30 day notice prior to an inspection and
inspections shall be limited to unoccupied rooms in order to not disturb tenants.
16. This permit will become null and void if the approved use has not begun within 24
months from the date of adoption of this resolution unless an extension of the life of the
permit is approved by the Planning Commission. It is the applicant's responsibility to
request an extension within a reasonable time frame, if needed.

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APPROVED: _____
James Merchant 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 22nd day of October 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk
Secretary to the Planning Commission

AUG 21 2024

City of Susanville

PLANNING APPLICATION

BUILDING & PLANNING



City of Susanville, Planning Division
66 North Lassen Street
Susanville, California 96130-3904
(530) 252-5117 / Fax (530) 257-4725

TYPE OR PRINT CLEARLY

Applicant Frontier Inn	Street Address 2685 Main St.	City Susanville	Zip Code 96130	Day Phone (530) 257-4141
Representative (if any)	Street Address	City	Zip Code	Day Phone ()
Property Owner Jimjot Malhi	Street Address	City	Zip Code	Day Phone (530) 250-6866
Correspondence to be sent to: ☒ Applicant ☐ Representative ☒ Owner				

Project Address 2685 Main St Susanville, CA 96130			Assessor's Parcel No. 105-251-015-000
Existing Land Use	Site Acreage 0.958	Zoning C-2	General Plan General commercial/shopping centers
Description of proposed project (attach sheets if necessary) Continue operations as a short and long term motel.			

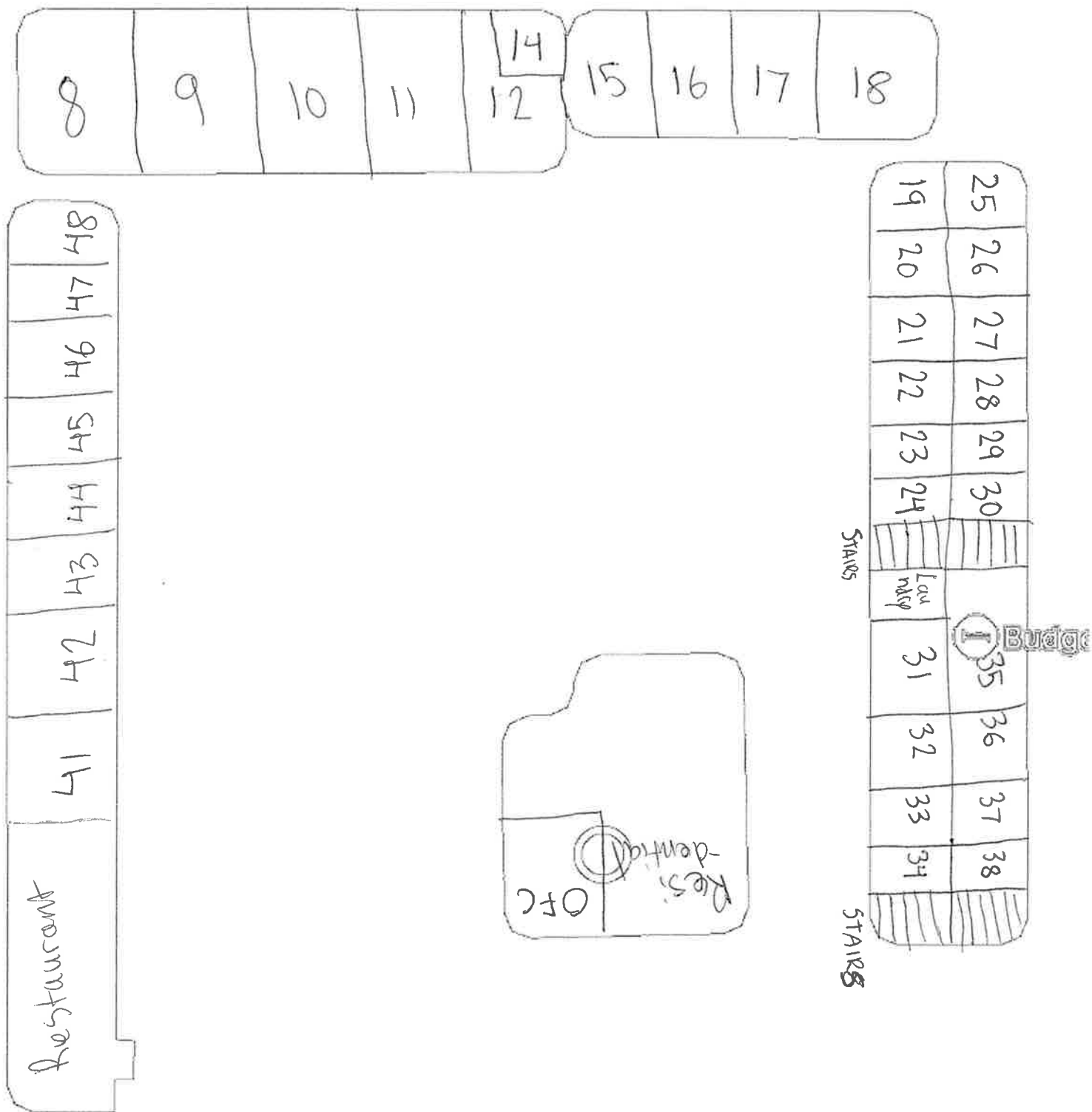
Applicant/Representative: I have reviewed this application and the attached material. The provided information is accurate. Signed Jimjot Malhi Date 8/21/24	Property Owner/Authorized Agent: I have read this application and consent to its filing. Signed Jimjot Malhi Date 8/21/24
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TYPE OF APPLICATION	☐ Abandonment ☐ Administrative Permit ☐ Architectural & Site Plan Review ☐ Amendment/Appeal ☐ Design Review ☐ General Plan Amendment	☐ Home Occupation Permit ☐ Lot Line Adjustment ☐ Other _____ ☐ Parcel Map ☐ Planned Development District ☐ Rezoning	☐ Specific Plan ☐ Subdivision ☒ Use Permit ☐ Time Extension: Expiration Date _____ ☐ Zone Variance
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REQUIRED SUPPLEMENTAL INFORMATION	☐ Reproducible Site Plan; Use Permit, Administrative Permit, Site Plan Review, Variance ☐ Building Elevations: Use Permit, Site Plan Review, Planned Development ☐ Floor Plans: Planned Development, Use Permit ☐ Reproducible Tentative Subdivision Map (copies) ☐ Preliminary Title Report: Subdivision, Lot Split, Abandonment ☐ Subdivision Data Sheet: Subdivision, Planned Development	☐ Letters from Utility Companies: Abandonment ☐ Letter of Justification: Variance ☐ Home Occupation Permit Affidavit ☐ Legal Description: Lot Line Adjustment/Merger; Abandonment ☐ C C & R's ☐ Other _____
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FOR OFFICE USE ONLY	Application Number(s) WP-2024-013	Received By RMC	Date Application Received 8/21/24
	Date Application Certified Complete	Staff Assigned	Redevelopment Area ☐ Yes ☐ No
	Fees Received/Receipt No. 842.00		NOTES TO FILE
	Environmental Determination ☐ Categorically Exempt ☐ Negative Declaration ☐ EIR Required		

MAKE CHECKS PAYABLE TO CITY OF SUSANVILLE



City of Susanville Received

AUG 21 2024

BUILDING & PLANNING

USE PERMIT APPLICATION
Susanville, California

No. 101

Approved _____
 Disapproved _____ Date October 29, 1970

2685 main

Applicant <u>Ray Elena</u>	(Leave This Space Blank)	
Address <u>2685 Main St.</u>	Meeting/Hearing	Date _____ Notice _____
Date <u>10-27-70</u>	Action	
Phone <u>257-4141</u>	Appeal:	Date _____ Notice _____
Plans Filed _____	Action	
Fee \$10.00 <u>8494</u>	Applicant Notified	<u>Yp</u>
Use Permit Issued _____		

- TO THE SUSANVILLE PLANNING COMMISSION -

In accordance with the provisions of the Zoning Ordinance No. 395 of the City of Susanville, application is hereby made for a Use Permit to build eight motel units in C-2 zone.
Parking plan on file in inspectors office

on property located at

S.E. 120' of S.W. 217.8' of Farm #4 Mulwood Tract

Lot _____

Block _____

Tract _____

Ray Elena
 APPLICANT

This Use Permit } is issued subject to the following conditions:
 } is disapproved for the following reasons:

This Use Permit is (a) Revocable, (b) Conditional, as indicated above, (c) valid for a term of _____

I agree to accept this Use Permit subject to the provisions of the Zoning Ordinance and the conditions specified above.

APPLICANT

Approved by the Planning Commission on

the 29th day of October, 1970

James C. Dehler Secretary

Approved by the City Council on

the _____ day of _____, 19 _____

Clerk

FILE NO. Use Permit Number 24-013
(Amending and Replacing Use Permit Number 101)

CITY OF SUSANVILLE PLANNING COMMISSION
STAFF FINDINGS
October 22, 2024

APPLICANT	Frontier Inn
OWNER	Frontier Inn
REPRESENTATIVE	Frontier Inn
REQUEST	The applicant is proposing extended stays (30 days or more) at the existing 48-unit hotel.
ASSESSOR'S PARCEL NO	105-251-015-000
PARCEL SIZE	42,617 square feet (.978 Acres)
LOCATION	2685 Main Street and Russell Avenue
EXISTING ZONING	C-2 (General Commercial/Shopping Center Zoning District).
SURROUNDING ZONING	North: R-3(A) (Duplex/Triplex/Single Family) South:C-2 East:C-2 West:C-2
SURROUNDING LAND USE	Multi-Family and Commercial
GENERAL PLAN DESIGNATION	<i>General Commercial/Shopping Center</i>
ENVIRONMENTAL DETERMINATION	The proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15332.

COMMENTS RECEIVED:

- 1. Building Department:**
 - A. Appropriate exit lighting/signs.
 - B. Smoke detectors/fire extinguishers where required by code.
 - C. Compliance with all fire and life safety codes.
 - D. Provide engineered plans within 90 days of approval to repair or reconstruct the overhang structure attached to the front office building or apply for a demolition permit to remove the overhang structure.
- 2. Fire Department:**
 - A. Appropriate exit lighting/signs.
 - B. Smoke detectors/fire extinguishers.

- C. Compliance with all fire and life safety codes.
- D. Ensure that existing fire hydrants are functional and shall be in service.
- E. Fire hydrants shall comply with Susanville Municipal Code Chapter 8.20.040.
- F. Compliance with Susanville Municipal Code Chapter 8.20 for fire protection facilities and waterflow.
- G. Compliance with California Fire Code Part 24, Chapters 7 and 8.

3. **Police Department:** No Comments.

4. **Public Works Department:**

- A. Confirm with City Public Works Department that onsite drainage has been repaired and is functioning to minimum standards required by code.
- B. Compliance with Susanville Municipal Code Chapter 12.20.130.
- C. Compliance with Susanville Municipal Code Chapter 12.20.150.

ANALYSIS:

The applicants are requesting a modification to their existing Use Permit (Use Permit Number 101) to allow Long-Term Rental (30 days or more) and Single Room Occupancy options at the existing 48-unit hotel. Single Room Occupancy is allowed in a C-2 Zoning District by first securing a Use Permit through the City of Susanville Planning Commission Pursuant to Title 17, Chapter 17.36.030(P). The subject property has a zoning designation of C-2 (General Commercial Shopping Center Zoning District) and has a land use designation of *“General Commercial/Shopping Center”* pursuant to the *City of Susanville General Plan 1990-2010*. The subject parcel has been assigned assessor’s parcel number 105-251-015-000 pursuant to the Official Records of Lassen County, California.

The existing Hotel has an existing Use Permit (Use Permit #101) which was approved by the City of Susanville Planning Commission on October 29, 1970, to allow the addition and or construction of 8 additional hotel rooms on the rear of the property. There was no accompanying adopting resolution for this action. Therefore, the City Planner has included the official minutes from the Planning Commission’s action taken on October 29, 1970 as an attachment to the staff report for the current Planning Commissioners convenience and added clarity.

Hotels are allowed in a C-2 Zoning District by first securing a Use Permit form the City of Susanville Planning Commission. In addition, Single Room Occupancy is also allowed by first securing a Use Permit within a C-2 Zoning District.

The following information regarding residential hotels details the State of California’s overall support for the continued use of older hotels as viable options for low income and very low-income demographics. Due to the strong need for affordable housing within the City of Susanville, the proposed Use Permit intends to support this need as a continued use under a revised Use Permit.

CALIFORNIA HEALTH AND SAFETY CODE 50519 “RESIDENTIAL HOTELS”

California Code, Health and Safety Code - HSC § 50519

Current as of January 01, 2023.

(a) The Legislature finds and declares that the need for decent housing among individuals of very low and low income is great, and **that residential hotels are often the only form of housing affordable to these individuals**. Many residential hotels are in poor condition and in need of rehabilitation, and many are being demolished or converted to other uses. The state can play an important role in preserving the existence and improving the quality of this housing resource through sponsoring demonstration projects that will enable local sponsors to acquire, rehabilitate, maintain, or otherwise protect and improve residential hotels as a housing resource for persons of very low and low income. The demonstration projects should be undertaken and designed so as to demonstrate the feasibility of innovative methods of protecting and improving residential hotels and of improving their habitability while assuring their continued availability to persons of very low and low income.

(b) The following definitions govern the construction of this section:

(1) **“Residential hotel”** means any building containing six or more guestrooms or efficiency units, as defined by [Section 17958.1](#), intended or designed to be used, or which are used, rented, or hired out, to be occupied, or which are occupied, for sleeping purposes by guests, which is also the primary residence of those guests, but does not mean any building containing six or more guestrooms or efficiency units, as defined by [Section 17958.1](#), which is primarily used by transient guests who do not occupy that building as their primary residence.

(2) **“Sponsor”** means a local government or nonprofit housing sponsor.

(3) **“Persons of low income”** shall have the same meaning as persons of low income as defined in [Section 50093 of the Health and Safety Code](#).

SUPPORTIVE FINDINGS REGARDING THE FINAL REPORT OF THE 2023-2024 LASSEN COUNTY CIVIL GRAND JURY:

A primary focus of the final report of the 2023-2024 Lassen County Civil Grand Jury was the efforts being conducted by the City to address homelessness within the City limits. Overall, the report praised the City for its efforts to establish a walking patrol of the river corridor, coordinated and executed 6 river clean ups that took place during the Fall and Summer months, and designated a Grant Funded and hired Community Services Officer whose sole role is to be a Homelessness Liaison. The City has also purchased an electric side by side vehicle to help assist with the Susan River patrols.

In addition, the City of Susanville made improvements to the restroom facilities at the Little League Fields to help prevent transients from vandalizing the facilities during off hours. This effort proved to be valuable during the last little league season as the amount of vandalism to the areas restroom facilities was drastically reduced.

Furthermore, it was identified in the final report that closing homeless encampments will push homeless people into other areas and that permanent supportive housing projects are of great importance. These findings offer substantive support to justify approving the proposed Use Permit to allow Long Term Housing and Single Room Occupancy options at the Frontier Inn Hotel. The City is in strong agreement with the Civil Grand Jury on its stances regarding homelessness and the need for permanent supportive housing within City limits. On average there are approximately 180 homeless people within Lassen County at any given time and 38 of those homeless people are on the streets. It is reasonable to believe that most of this population subset is located within City limits. The Frontier Inn has 48 units which could help relieve a large percentage of the homeless population by allowing their Use Permit to include Long Term Rentals and Single Room Occupancy.

Lastly, the final reports first finding states the following verbatim: “F1. It is clear that the City of Susanville has positioned itself for the challenges of homelessness and is staying ahead of the problems.”

Finding number one of the report is further reinforced by the following: The City of Susanville adopted Ordinance No. 24-1044, which went into effect October 19, 2024. This ordinance establishes streamlined permit processing for supportive and transitional housing projects as required by the State of California Housing and Community Development Department for the 7th cycle of the *City of Susanville General Plan 1990-2010 Housing Element*.

SUSANVILLE MUNICIPAL CODE REQUIREMENTS:

17.96.040 Landscaping.

The following general landscaping requirements apply:

E. Maintenance. All required landscaped areas shall be maintained in a neat and clean condition.

F. Sight Distance. In order to provide safe sight distance at driveways and street intersections, all plant material within a thirty (30) foot triangle at the intersection of streets, and a fifteen (15) foot triangle at the intersection of driveways and streets, shall be no more than two feet in height above the curb level, except for trees which are trimmed so that no branches extend lower than six feet above the curb;

G. Exceptions. Any portion of this section may be modified to achieve an equal or greater excellence in arrangement, design or attractiveness than would be realized by the normal standards of this section if a use permit is obtained.

17.96.050 Lighting.

The new LED lighting that has been installed around the Hotel complex is adequate and increases safety. This lighting shall be maintained for the life of the project and currently satisfies the intent of the Susanville Municipal Code which is referenced below:

All lighting, exterior and interior, shall be designed and located so as to confine direct lighting to the premises. A light source shall not shine upon or illuminate directly on any surface other than the area required to be lighted. No lighting shall be of the type or in a location such that constitutes a hazard to vehicular traffic, either on private property or on abutting streets. Lighting plans shall show the location, height, type, spread and intensity of exterior lighting on the site. All exterior lighting for nonresidential uses shall be downward directional and shall include full cut-off fixtures to provide security while protecting the Susanville night sky. All exterior lighting for residential uses, except parking lot lighting which must have full cut-off fixtures, is encouraged to be downward directional and include full cut-off fixtures.

17.128 Signage.

All existing signage shall be maintained in accordance with this chapter. The broken sign shall be repaired or removed within 60 days of approval of this Use Permit.

RECENT PROJECT SITE IMPROVEMENTS:

City staff have been working closely with the current Frontier Inn Hotel owners to improve on-site conditions. Specifically, the owners have installed new LED lighting around the entire hotel complex. The owners have also relocated the trash dumpster to deter transient traffic and installed a 6-foot perimeter fence to enclose the former area of the trash dumpster. The owners have also replaced and or installed new fencing along the alley way which abuts the Shopping Center. The owners also intend to replace the siding on the east wing section of the hotel which will include new paint.

COMMUNITY CORRESPONDENCE:

Property owners were notified within a 300 ft. radius of the proposed project and no comments were received.

ENVIRONMENTAL REVIEW:

The City of Susanville City Planner/ Environmental Review Officer has determined that the proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15332, which exempts infill projects of 5 Acres or less.

STAFF RECOMMENDATION:

As proposed, the project is consistent with Chapter 17 of the Susanville Municipal Code and the *City of Susanville General Plan, 1990-2010*. If the Planning Commission offers favorable consideration to this application, staff recommends requiring the conditions outlined in the adopting resolution. The Planning Commission may choose to approve, disapprove, or defer the decision to the City Council. Should the Planning Commission choose to approve the Use Permit, the conditions of approval are outlined as shown in Resolution No. 24-1184. If the Planning Commission decides to disapprove the project, the applicants may appeal to the City Council and the City Planner will draft a disapproving resolution.

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: October 22, 2024

SUBJECT: Consider Resolution No. 24-1185, for Variance application #2024-016, requesting a reduced front yard setback to allow for a deck replacement and a new stairway.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY: **VA#2024-016, SCOTT PHILLIPS.** The applicant is requesting a Variance for a proposed front deck replacement which also proposes new stairs that would encroach into the required front yard setback of the R-1 (Single Family Residential Zoning District) by ten feet whereas otherwise fourteen feet would be required. Title 17, Chapter 17.96.020 of the Susanville Municipal Code states that uncovered porches and stairways may encroach into the required twenty-foot front yard setback by up to six feet. The subject property for the proposed Variance is located at 385 North Pine Street and is assigned Assessors Parcel Number 103-130-011-000. The subject parcel is zoned R-1 (Single Family Residential Zoning District) and has a Land Use Designation of “*Single Family*” pursuant to the *City of Susanville General Plan 1990-2010*. Variances may be granted or denied by the Planning Commission on a case-by-case basis given the following;

Variances from the terms of any regulation established by the zoning plan shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of this zoning title deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.

Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

The proposed Variance, if approved, would not be subject to further review by the California Environmental Quality Act (CEQA) pursuant to Section 15303(e) of the CEQA Guidelines. Furthermore, if the Variance were to be disapproved, the action of disapproving does not constitute a project under CEQA pursuant to Section 15270(a) of the CEQA Guidelines. Staff Contact: Kelly Mumper, City Planner kmumper@cityofsusanville.org (530)252-5104.

FISCAL IMPACT:

None.

ACTION REQUESTED:

Motion to approve Resolution No. 24-1185, for Variance application #2024-016, requesting a reduced front yard setback to allow for a deck replacement and a new stairway.

ATTACHMENTS:

[Public Hearing Notice VA#2024-016.docx](#)

[385 N. Pine 300 FT. Notice.pdf](#)

[Applicant Variance Justification and Request.pdf](#)

[Planning Application VA#2024-016.pdf](#)

[Variance #2024-016 Site Plan.pdf](#)

[Resolution No. 24-1185.doc](#)

[VA#2024-0016 Staff Report.docx](#)

[Applicant Letter VA#2024-016.pdf](#)

NOTICE OF PUBLIC HEARING

The City of Susanville Planning Commission will be holding a public hearing to allow public comment on Variance #2024-016 for Scott Phillips. The City of Susanville is required by state law to facilitate Variances and or Land Use Entitlements initiated by private landowners for specific projects on privately owned lands. City staff and the Planning Commission's role is to evaluate the application as it pertains to the associated zoning district and formulate findings of consistency or inconsistencies when determining a project's potential for approval. The City of Susanville strives to evaluate these proposals thoroughly in order to preserve the public health, safety, and welfare of the overall community.

The applicant is requesting a Variance for a proposed front deck replacement which also proposes new stairs that will encroach into the required front yard setback of the R-1 (Single Family Residential Zoning District) by ten feet whereas otherwise fourteen feet would be required. Title 17, Chapter 17.96.020 of the Susanville Municipal Code states that uncovered porches and stairways may encroach into the required twenty-foot front yard setback by up to six feet. The subject property for the proposed Variance is located at 385 North Pine Street and is assigned Assessor's Parcel Number 103-130-011-000. The subject parcel is zoned R-1 (Single Family Residential Zoning District) and has a Land Use Designation of "*Single Family*" pursuant to the *City of Susanville General Plan 1990-2010*. Variances may be granted or denied by the Planning Commission on a case-by-case basis given the following;

Variances from the terms of any regulation established by the zoning plan shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of this zoning title deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.

Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

The proposed Variance, if approved, would not be subject to further review by the California Environmental Quality Act (CEQA) pursuant to Section 15303(e) of the CEQA Guidelines. Furthermore, if the Variance were to be disapproved, the action of disapproving does not constitute a project under CEQA pursuant to Section 15270(a) of the CEQA Guidelines.

This project is scheduled to have a public hearing by the Planning Commission at 5:30 p.m. on October 22, 2024, in the City of Susanville City Council Chambers located at 66 N. Lassen Street Susanville, CA 96130. The public is invited to attend and provide verbal and/or written comments on the proposed project. Written comments must be received at the above address at, or prior to, the meeting date and time. Note: Any appeals on the proposal must be based on comments made known (either through written or verbal comments) at the public hearing. Appellants must also be represented at the public hearing for an appeal to be accepted by the City Council. "If you challenge the City's action on this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City at, or prior to, the public hearing." Govt. Code 65009. Any questions regarding this or the proposal may be directed to the City Planner, Kelly Mumper at (530) 252-5104.

BY: Kelly Mumper, City Planner

FOR: City of Susanville, Planning Commission



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385 N. Pine
300 ft. notification

Variance request for front stair approach to 385 N. Pine Street.

A variance is being requested to allow for the protrusion of a stairway into the setback on 385 N. Pine Street. There is an existing deck that is elevated from the main entrance where the stairs would attach that are within the setback allowances. This variance would provide a clear safe approach to the deck and home entrance, without detrimental impacts to the surrounding area. It is typical to see stairs extending into zoning setbacks due to the slope in this region of town and there are numerous other homes and parcels with similar protrusions as is being requested through this variance (See Figures 1-3 below for a few examples of neighboring properties where these conditions exist). By issuing this variance the home has a more appropriate and visually appealing layout to the addressed street and main entrance to the home, a better approach from the home's off-street parking, and can safely be tied into any city sidewalks without impairing visual clearance of the street corner intersection of View Drive and North Pine Streets.

Figure 1: 70 N. Pine Street



Figure 2: 105 N. Pine Steet



PLANNING APPLICATION



City of Susanville, Planning Division
66 North Lassen Street
Susanville, California 96130-3904
(530) 252-5117 / Fax (530) 257-4725

TYPE OR PRINT CLEARLY

Applicant <u>Scott Phillips</u>	Street Address <u>385 N. Pine Street</u>	City <u>Susanville</u>	Zip Code <u>96130</u>	Day Phone <u>(530) 249-1005</u>
Representative (if any)	Street Address	City	Zip Code	Day Phone ()
Property Owner <u>Scott Phillips</u>	Street Address <u>385 N. Pine Street</u>	City <u>Susanville</u>	Zip Code <u>96130</u>	Day Phone <u>(530) 249-1005</u>
Correspondence to be sent to: ☒ Applicant ☐ Representative ☒ Owner				

Project Address <u>385 N. Pine Street Susanville, CA 96130</u>			Assessor's Parcel No. <u>103-130-011-000</u>
Existing Land Use <u>Residential</u>	Site Acreage <u>0.2 ac</u>	Zoning <u>R1</u>	General Plan

Description of proposed project (attach sheets if necessary)

Proposed project includes decks on the front and rear of the house where existing decks were/are. It also includes a variance to allow front approach stairs to protrude into the parcel setback.

Applicant/Representative: I have reviewed this application and the attached material. The provided information is accurate.

Signed Scott Phillips Date 8/15/2024

Property Owner/Authorized Agent: I have read this application and consent to its filing.

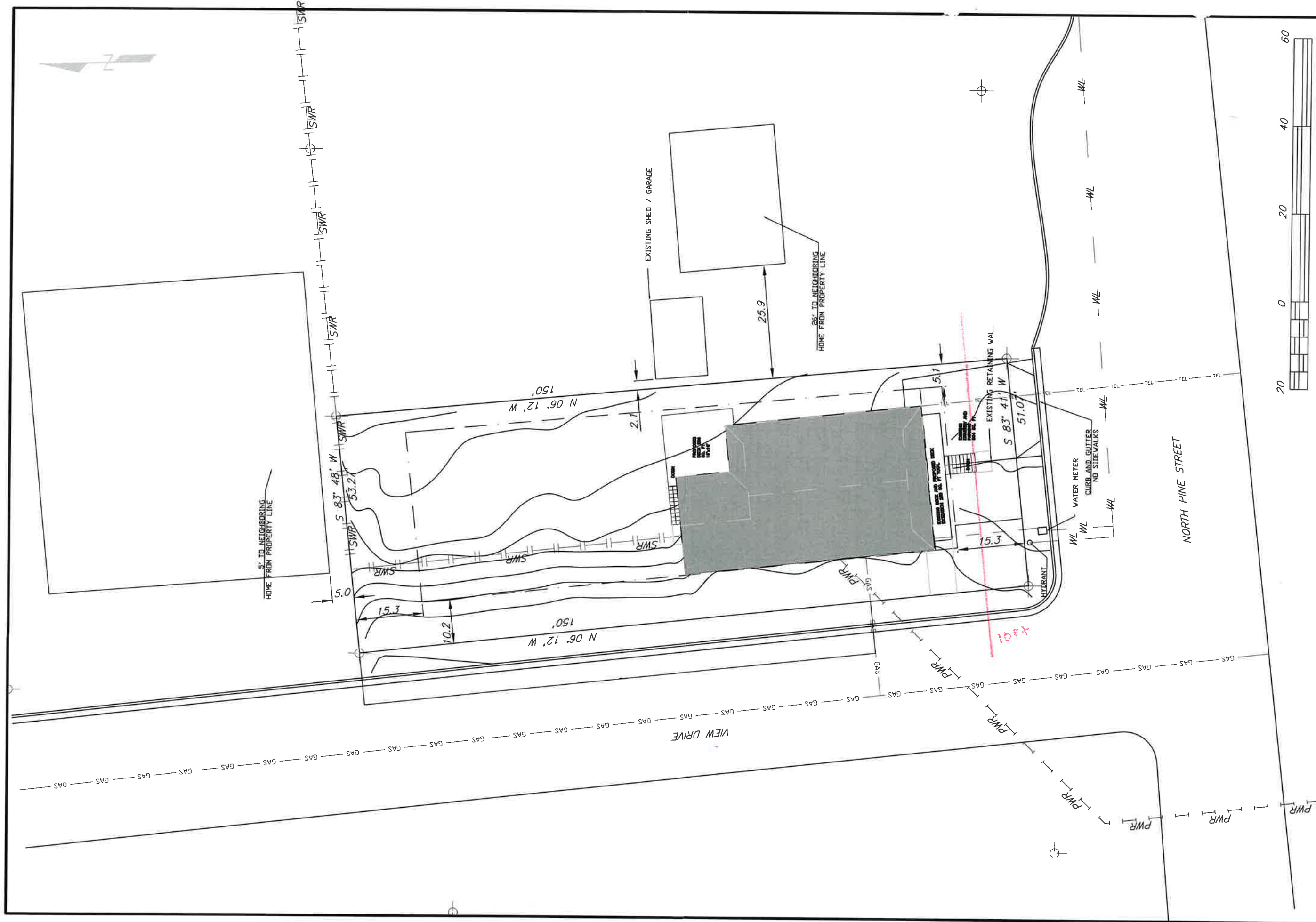
Signed Scott Phillips Date 8/15/2024

TYPE OF APPLICATION	☐ Abandonment ☐ Administrative Permit ☐ Architectural & Site Plan Review ☐ Amendment/Appeal ☐ Design Review ☐ General Plan Amendment	☐ Home Occupation Permit ☐ Lot Line Adjustment ☐ Other _____ ☐ Parcel Map ☐ Planned Development District ☐ Rezoning	☐ Specific Plan ☐ Subdivision ☐ Use Permit ☐ Time Extension: Expiration Date _____ ☒ Zone Variance
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REQUIRED SUPPLEMENTAL INFORMATION	☒ Reproducible Site Plan; Use Permit, Administrative Permit, Site Plan Review, Variance ☐ Building Elevations: Use Permit, Site Plan Review, Planned Development ☐ Floor Plans: Planned Development, Use Permit ☐ Reproducible Tentative Subdivision Map (copies) ☐ Preliminary Title Report: Subdivision, Lot Split, Abandonment ☐ Subdivision Data Sheet: Subdivision, Planned Development	☐ Letters from Utility Companies: Abandonment ☒ Letter of Justification: Variance ☐ Home Occupation Permit Affidavit ☐ Legal Description: Lot Line Adjustment/Merger; Abandonment ☐ C C & R's ☐ Other _____
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FOR OFFICE USE ONLY	Application Number(s) <u>VA24016</u>	Received By <u>Rmc</u>	Date Application Received <u>8/16/24</u>	
	Date Application Certified Complete	Staff Assigned	Redevelopment Area ☐ Yes ☐ No	
	Fees Received/Receipt No. <u>612.00</u>		NOTES TO FILE	
	Environmental Determination ☒ Categorically Exempt ☐ Negative Declaration ☐ EIR Required			

MAKE CHECKS PAYABLE TO CITY OF SUSANVILLE



385 N. Pine Street Site Plan Map		Designed _____ Drawn _____ Checked _____ Approved _____	Date _____ _____ _____ _____
		Lassen County, CA	

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUSANVILLE
APPROVING VARIANCE APPLICATION #24-016 TO ALLOW A REDUCED FRONT YARD
SET BACK FROM 20 FEET TO 10 FEET FOR A FRONT DECK REPLACEMENT AND
ADDITION OF NEW STAIRS FOR THE HOME ENTRYWAY LOCATED AT 385 N. PINE
STREET ON APN 103-130-011-000**

WHEREAS, the Susanville Planning Commission at a public hearing held during its regular meeting on October 22, 2024, considered both written and oral comments presented concerning the proposed project as required by City Code Section 17.112.20 E and;

WHEREAS, the Variance proposal will not negatively affect line of sight safety for the residence, neighboring residences, or residential pedestrian and vehicular traffic; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission:

1. That the proposed project is consistent with the General Plan and the Zoning Ordinance.
2. That the establishment, maintenance, or operation of the subject use, building or facilities applied for will not, under the circumstances of the particular use, with the conditions imposed thereon, be detrimental to or contrary to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of the proposed use and will not be injurious or detrimental to property or improvements in the neighborhood or the general welfare of the city.
3. The conditions imposed upon approval of this use are necessary to further the public health, safety, peace comfort and general welfare of the city.

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AREA/ SITE SPECIFIC CONDITIONS

1. Obtain a building permit from the City Building Department for the proposed stairway and deck replacement as determined or required by the Building Official.
2. The front deck and new stairway approach to the residence shall maintain the required front yard setback of 10 feet.

GENERAL

1. This permit will become null and void if the approved use has not begun within one year from the date of adoption of this resolution unless an extension of the life of the permit is approved by the Planning Commission. It is the applicant's responsibility to request an extension within a reasonable time frame, if needed.
2. Approval of this Variance is contingent upon the establishment, maintenance, and operation of the subject use not being detrimental or contrary to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of the proposed use.
3. Any modifications to the submitted Variance proposal after approval by the Planning Commission shall require a new Variance application.
4. Compliance with Chapter 17.12 et seq. shall be required prior to a final inspection for the proposed detached garage by the City of Susanville Building Official.

APPROVED: _____
James Merchant, 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 22nd day of October 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk
Secretary to the Planning Commission

CITY OF SUSANVILLE PLANNING COMMISSION
STAFF FINDINGS
October 22, 2024

APPLICANT	Scott Phillips
OWNER	Scott Phillips
REPRESENTATIVE	Scott Phillips
REQUEST	The applicant is requesting a Variance to reduce the R-1 (Single Family Residential Zoning District) required front yard setback from 20ft. to 10ft. to accommodate a deck replacement with added stairway entry.
ASSESSOR'S PARCEL NO	103-130-011-000
PARCEL SIZE	0.2 Acres (8,780 Square Feet)
LOCATION	385 N. Pine St., Susanville, CA 96130
EXISTING ZONING	R-1 (Single Family Residential)
SURROUNDING ZONING	North: R-1 (Single Family Residential) South: R-1 (Single Family Residential) East: R-1 (Single Family Residential) West: R-1 (Single Family Residential)
SURROUNDING LAND USE	Single Family
GENERAL PLAN DESIGNATION	Single Family
ENVIRONMENTAL DETERMINATION	The proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15303.

COMMENTS RECEIVED BY CITY DEPARTMENTS:

- 1. Building Department:**
A. Provide engineered building plans for all project phases designed by a licensed professional that follows the California Building Code as required by the Building Official.
- 2. Fire Department:**
A. Compliance with all fire and life safety codes.
- 3. Police Department:**
No Comments.
- 4. Public Works Department:**
No Comments

SUSANVILLE MUNICIPAL CODE REQUIREMENTS (VARIANCES):

17.112.010 Variances.

Variances from the terms of any regulation established by the zoning plan shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of this zoning title deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.

Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

A variance shall not be granted for a parcel of property which authorizes a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property. Any variance granted must be in harmony with the general purpose and intent of the zoning laws. The provisions of this section shall not apply to conditional use permits. (Section 65906, Planning and Zoning Law).

A. An application for a variance shall be made to the community development department on a form prescribed by the city, and shall be accompanied by a variance application fee, a statement, plans or other evidence showing that the application complies with the above requirements of this section. Fees for variance applications shall be set by resolution of the city council.

B. No application shall be accepted as complete unless and until all fees, the application form and related information are filed with and accepted by the planning department. Failure of any applicant to respond, within thirty (30) days of mailing, to any notice that the application is incomplete or to any request to clarify, amplify, correct or otherwise supplement the application shall be deemed an abandonment of the variance application, and no further action shall be taken upon it.

C. All applications shall be reviewed pursuant to and for compliance with the California Environmental Quality Act (CEQA) under state law and any procedures established by the city council. Conditions of approval shall include any measures required pursuant to the CEQA review.

D. All applications shall be reviewed by the appropriate members of the city staff. The report of the staff members, including any recommended conditions of approval, shall be coordinated and forwarded to the planning commission, as appropriate by the community development director, prior to the hearing on the application.

E. The planning commission shall hold a public hearing on each application after the application is accepted as complete. Notice of the time and place of the hearing, including a general explanation of the matter to be considered and a general description of the area affected, shall be given by publication, as required by Government Code Section 65090, and by mail, as required by Section 65091. Failure to receive the notice required by Government Code Section 65091 shall not invalidate any action on the application. The city council may, by resolution, provide for additional notice. Any hearing may be continued to a specific time, date and place without further public notice.

F. The planning commission may approve, conditionally approve or deny approval of the application by resolution. A resolution approving a variance application shall clearly describe the variance, set forth all conditions of approval, and identify which conditions, if any, must be met prior to use of the variance. No variance shall be granted unless findings of fact are made that

all of the criteria in subsection A of this section apply. The planning commission may require security it deems reasonably necessary to ensure compliance with any conditions imposed.

G. The granting of any variance may be conditioned to require the dedication of land or the posting of a bond to guarantee the installation of public improvements, provided the dedication or public improvements are reasonably related to the use for which the variance is granted. No variance shall be granted unless conditions are imposed that assure that the variance will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone district in which the subject property is located. No variance shall be granted which authorizes a use or activity which is not expressly authorized by the zone district regulations. Every variance granted under this section is revocable; revocation proceedings shall require notice and public hearing the same as for a variance.

H. After the time for filing an appeal has expired, or if an appeal is timely filed, after the decision on the appeal, the community development director shall mail or deliver to the applicant or designee a copy of the executed resolution on the decision. A resolution approving or affirming the approval of or reversing the disapproval of a variance application shall permit the applicant to vary from the applicable zoning regulations to the extent authorized in the resolution, provided any precedent conditions imposed therein have first been met.

I. No building permit or mobile home installation permit for which a variance is required shall be issued until the time to appeal approval of the variance has expired, or in case of appeal, until the approval has been affirmed or the disapproval has been reversed by the city council. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)

ANALYSIS:

The applicant is requesting a Variance for a proposed front deck replacement which also proposes new stairs that would encroach into the required front yard setback of the R-1 (Single Family Residential Zoning District) by ten feet whereas otherwise fourteen feet would be required. Title 17, Chapter 17.96.020 of the Susanville Municipal Code states that uncovered porches and stairways may encroach into the required twenty-foot front yard setback by up to six feet. The subject property for the proposed Variance is located at 385 North Pine Street and is assigned Assessors Parcel Number 103-130-011-000. The subject parcel is zoned R-1 (Single Family Residential Zoning District) and has a Land Use Designation of "*Single Family*" pursuant to the *City of Susanville General Plan 1990-2010*. The planning commission may approve, conditionally approve, or deny approval of the application by resolution. A resolution approving a Variance application shall clearly describe the findings that would constitute the granting of said variance, set forth all conditions of approval, and identify which conditions, if any, must be met prior to use of the variance.

The applicant has provided evidence and justification as to why a special circumstance exists to approve the Variance which has been included with this staff report.

If the Planning Commission offers favorable consideration to this application, staff recommends requiring the conditions outlined in the adopting resolution. The Planning Commission may choose to approve, disapprove, or defer the decision to the City Council. Should the Planning Commission choose to approve the Variance, the conditions of approval are outlined as shown in Resolution No. 24-1185. If the Planning Commission decides to disapprove the project, the applicants may appeal to the City Council within 10 days of the Planning Commission decision. Appeals must be made in writing to the City Clerk and the appeal fee shall be paid in advance of the City Council Appeal Hearing.

COMMUNITY CORRESPONDENCE:

Property owners were notified within 300 feet of the proposed project and no comments were received in favor or against.

ENVIRONMENTAL REVIEW:

The City of Susanville City Planner/ Environmental Review Officer has determined that the proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15303(e).

Kelly Mumper

From: Scott Phillips <phillips.scott21@gmail.com>
Sent: Thursday, October 17, 2024 2:23 PM
To: Kelly Mumper
Subject: Scott Phillips 385 N. Pine Street Variance Application

City of Susanville Received
OCT 17 2024

To the City of Susanville Planning Commission,

BUILDING & PLANNING

I regret that I am unable to attend the planning commission meeting in person due to unforeseen work scheduling conflicts. I appreciate your consideration for the variance application. Thank you.

Sincerely,
Scott Phillips

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: October 22, 2024

SUBJECT: Consider Resolution No. 24-1186, amending Use Permit #318 for the United Methodist Church, to allow an expansion of the existing use and replace Use Permit #318 with a new Use Permit (Use Permit #2024-017).

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY:
ARCHITECTURAL/SITE PLAN REVIEW&USE PERMIT #24-017, UNITED METHODIST CHURCH. The applicant is proposing to amend their current Use Permit to allow a 684 square foot addition to the existing building to accommodate a larger food pantry for donated food items. The subject property is zoned UBD (Uptown Business Zoning District) and has a land use designation of “Mixed Use” pursuant to the *City of Susanville General Plan 1990-2010*. The subject property is approximately .34 acres in size and has been assigned the address of 70 South Lassen Street and assigned assessor’s parcel number 103-303-009-000 pursuant to the Official Records of Lassen County, California. If approved, the proposed project would not require further environmental review pursuant to Section 15332 of the California Environmental Quality Act (CEQA) Guidelines. Staff Contact: Kelly Mumper, City Planner (530)252-5104 kmumper@cityofsusanville.org

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No. 24-1186, amending Use Permit #318 for the United Methodist Church to allow an expansion of the existing use and replace Use Permit #318 with a new Use Permit (Use Permit #2024-017).

ATTACHMENTS:
[Public Hearing Notice UP#2024-017 Amendment.docx](#)
[70 S. Lassen 300 FT Notice.pdf](#)
[UP# 318 Minute Approval.pdf](#)
[UP# 318 Application.pdf](#)
[United Methodist Elevations and Floor Plan.pdf](#)

United Methodist Site Plan.pdf
UP#2024-017 Staff Report.docx
Resolution No. 24-1186.doc
UP#2024-017, Planning Application.pdf

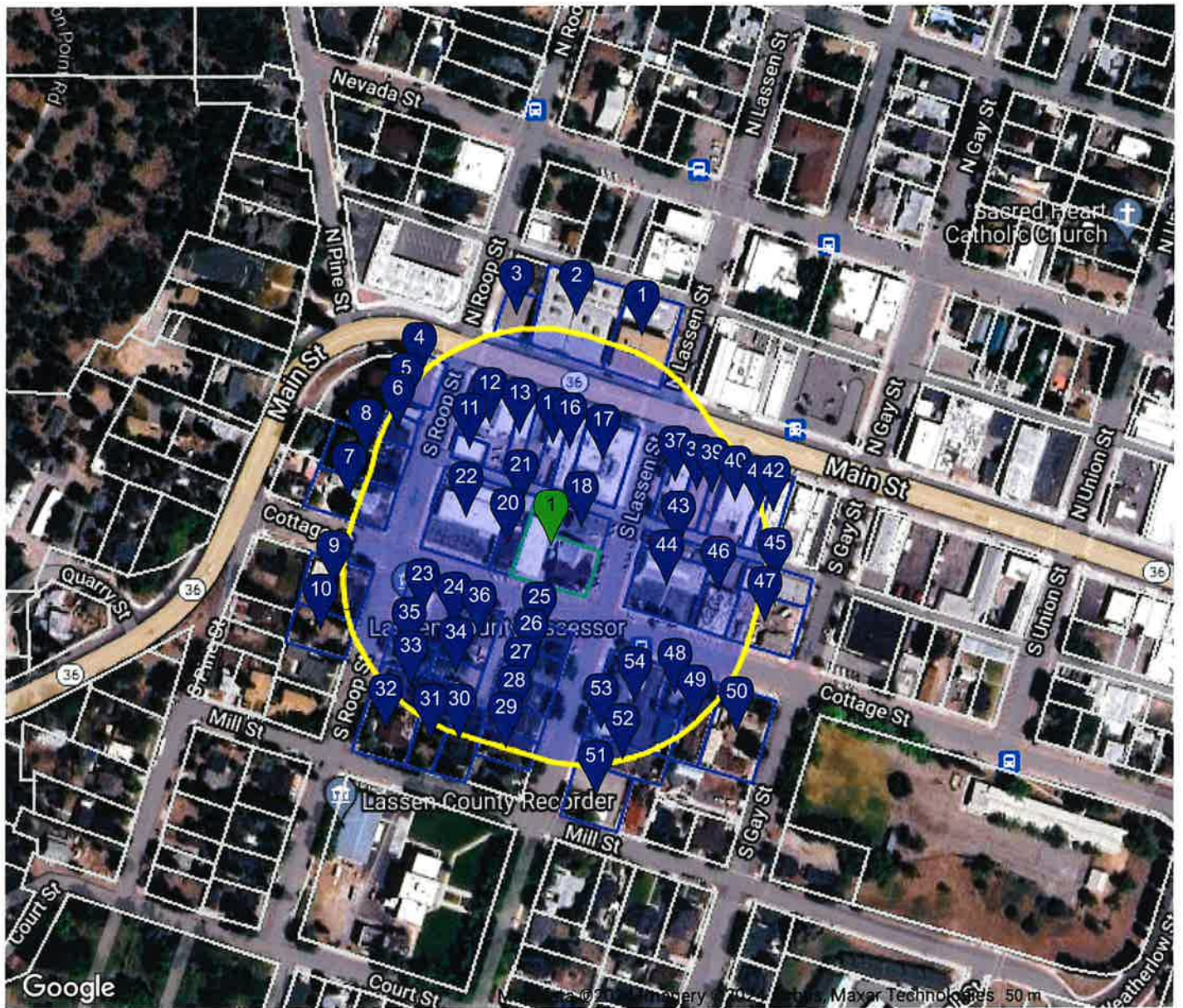
NOTICE OF PUBLIC HEARING

The City of Susanville Planning Commission will be holding a public hearing to allow public comment on an applicant-initiated Amendment to Conditions of Approval Application for Architectural Review/Use Permit #2024-017 for the United Methodist Church.

The United Methodist Church is proposing to amend their current Use Permit to allow a 684 square foot addition to the existing building to accommodate a larger food pantry for donated food items. The subject property is zoned UBD (Uptown Business Zoning District) and has a land use designation of "*Mixed Use*" pursuant to the *City of Susanville General Plan 1990-2010*. The subject property is approximately .34 acres in size and has been assigned the address of 70 South Lassen Street and assigned assessor's parcel number 103-303-009-000 pursuant to the Official Records of Lassen County, California. If approved, the proposed project would not require further environmental review pursuant to Section 15332 of the California Environmental Quality Act (CEQA) Guidelines.

This project is scheduled to have a public hearing by the Planning Commission at 5:30 p.m. on October 22, 2024, in the City of Susanville City Council Chambers located at 66 N. Lassen Street Susanville, CA 96130. The public is invited to attend and provide verbal and/or written comments on the proposed project. Written comments must be received at the above address at, or prior to, the meeting date and time. Note: Any appeals on the above-mentioned proposal must be based on comments made known (either through written or verbal comments) at the public hearing. Appellants must also be represented at the public hearing for an appeal to be accepted by the City Council. "If you challenge the City's action on this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City at, or prior to, the public hearing." Govt. Code 65009. Any questions regarding this or the proposal may be directed to the City Planner, Kelly Mumper at (530) 252-5104 during normal business hours.

BY: Kelly Mumper, City Planner
FOR: City of Susanville, Planning Commission



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Methodist Church
300-ft. noticing

U/P #318
Susan Hills
Nursery
School

Use Permit #318, submitted by Kathryn Stack and Dianne Gaumer to operate the Susan Hills Nursery School in a C-1 Zone in the Methodist Fellowship Hall was discussed.

Approved

Motion was made by Commissioner O'Callaghan, seconded by Commissioner Leve to grant Use Permit #318. Motion carried.

Report on
U/P #265
Woolverton

A Planning Commission report regarding the hearing on Gary Woolverton's Use Permit #265 was reviewed. Mr. Woolverton has submitted plans providing for two additional parking spaces. He has until November 13, 1978 to accomplish the requirements of Use Permit #265.

Report on
zoning
behind
Safeway

Public Works Director Vial reported on property behind the Safeway Shopping Center. The line on the zoning map doesn't appear to include Mr. Dales' property. Mr. Dale said he thought his property was in a commercial zone. Mr. Vial said he would proceed to get a statement from Mr. Dale as to what he thought the zoning was behind the Safeway Shopping Center at the time the Zoning Map was adopted.

United
Parcel
Service

C. Architectural Plan #A-10-31-78 for a modular building to be used by United Parcel Service to transfer packages was reviewed.

Commissioner O'Callaghan stated all items were complied with as requested by the Committee, such as site plan drawings and color scheme. The Architectural Review Committee recommended that proposed all weather parking area be decomposed granite and a gravel mixture be accepted due to the unimproved nature of the site, the small daily use projected and the fact that it is not economically feasible to require AC blacktop for this area.

Letter
from UPS
regarding
their
functions

A letter dated October 12, 1978 from John Jurkovich, UPS Susanville Manager stating the function of the UPS facility, was read by Director of Finance Jeskey. One function will be to serve as a transfer station for parcels brought in one vehicle from Reno to three vehicles based in Susanville. This will take approximately one hour from 9:00 A.M. to 10:00 A.M.

The secondary function will be that of a receiving station for parcels brought in by residents for shipment to all points in the United States. This will be concurrent with the transfer operation from 9:00 A.M. to 10:00 A.M.

U/P #319
Root-for
UPS

Use Permit #319, submitted by Frank Root to establish a service use in a C-1 Zone for United Parcel Service was reviewed. The Commission was in agreement that any increase in change in use, United Parcel Service will have to appear again before the Commission for their review.

Approved
with
conditions

Motion was made by Commissioner Grime, seconded by Commissioner Alberico to approve Architectural Plan #A-10-31-78 and Use Permit #319 with the stipulation the Commission will review the Use Permit in one year to determine if there has been any change in use. Motion carried.

Use Permit #317, submitted by Lauren J. Casquilho, 13 Upland, was held over as neither Mr. Casquilho or a representative was present.

Meeting adjourned at 8:58 P. M. by Chairman Beard until November 14, 1978 at 9:00 A.M.

APPROVED

Marion Beard
Marion Beard, Chairman

USE PERMIT APPLICATION
Susanville, California

No. 318

C-1

Approved } Date 10-26-78
~~Disapproved~~ }

Applicant <u>Methodist Church</u>		(Leave This Space Blank)	
Address <u>35 Circle Dr Susanville</u>		Meeting Hearing } Date _____ Notice _____	
Date <u>10-4-78</u> Phone <u>531-5262</u>		Action _____	
Plans Filed _____ Fee \$10.00 <u>#4759 m.f.</u>		Appeal: Date _____ Notice _____	
Use Permit Issued _____		Action _____	
		Applicant Notified _____	

— TO THE SUSANVILLE PLANNING COMMISSION —

In accordance with the provisions of the Zoning Ordinance No. 395 of the City of Susanville, application is hereby made for a Use Permit to operate Susanville Nursery School on a Cottage
As previously operated under the Land Use
rights as Cottage St. Nursery.

on property located at,
Methodist Church Fellowship Hall on Cottage St
Lot _____ Block _____ Tract _____
35 Circle Dr
APPLICANT
Diane Starnes

This Use Permit } is issued subject to the following conditions:
 } is disapproved for the following reasons:

This Use Permit is (a) Revocable, (b) Conditional, as indicated above, (c) valid for a term of _____

I agree to accept this Use Permit subject to the provisions of the Zoning Ordinance and the conditions specified above.

APPLICANT

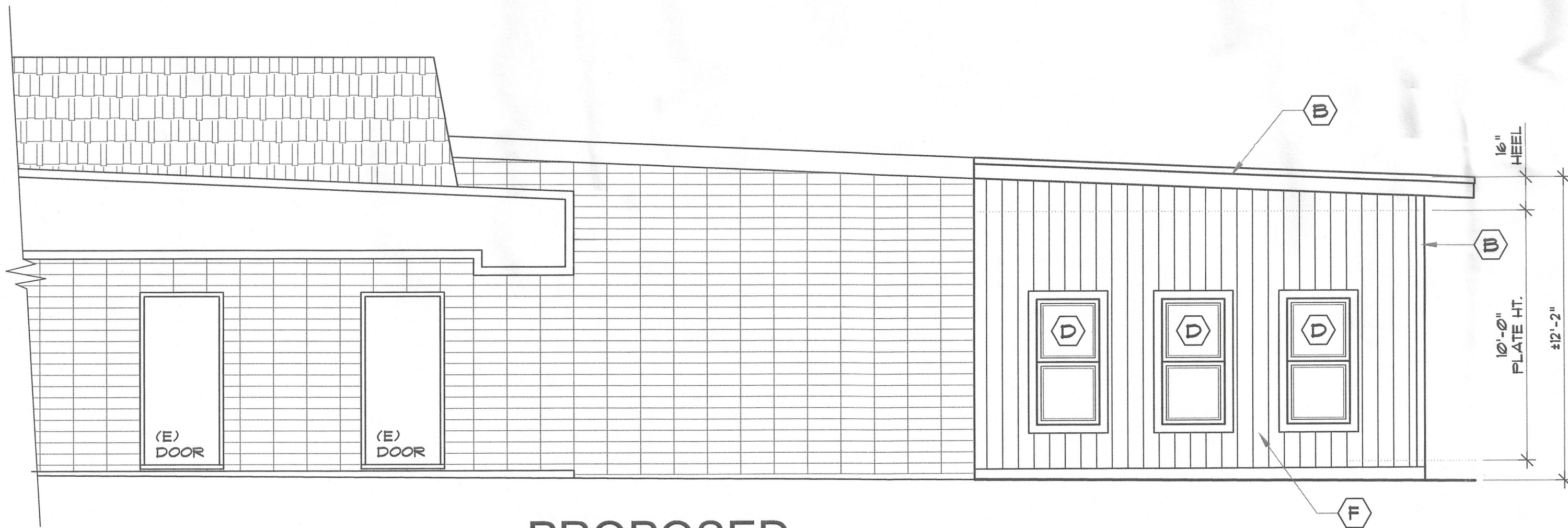
Approved by the Planning Commission on
the 26 day of October, 1978
Mary A. Fuller Secretary

Approved by the City Council on
the _____ day of _____, 19____

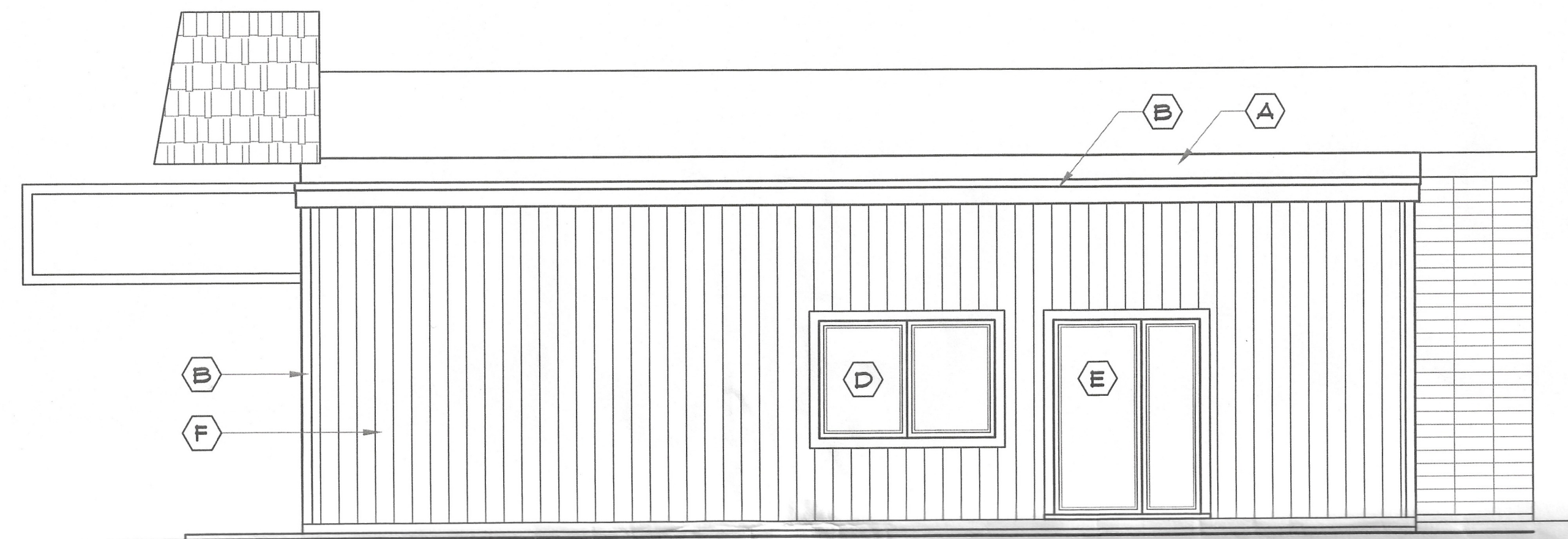
Clerk

Need Reso No.

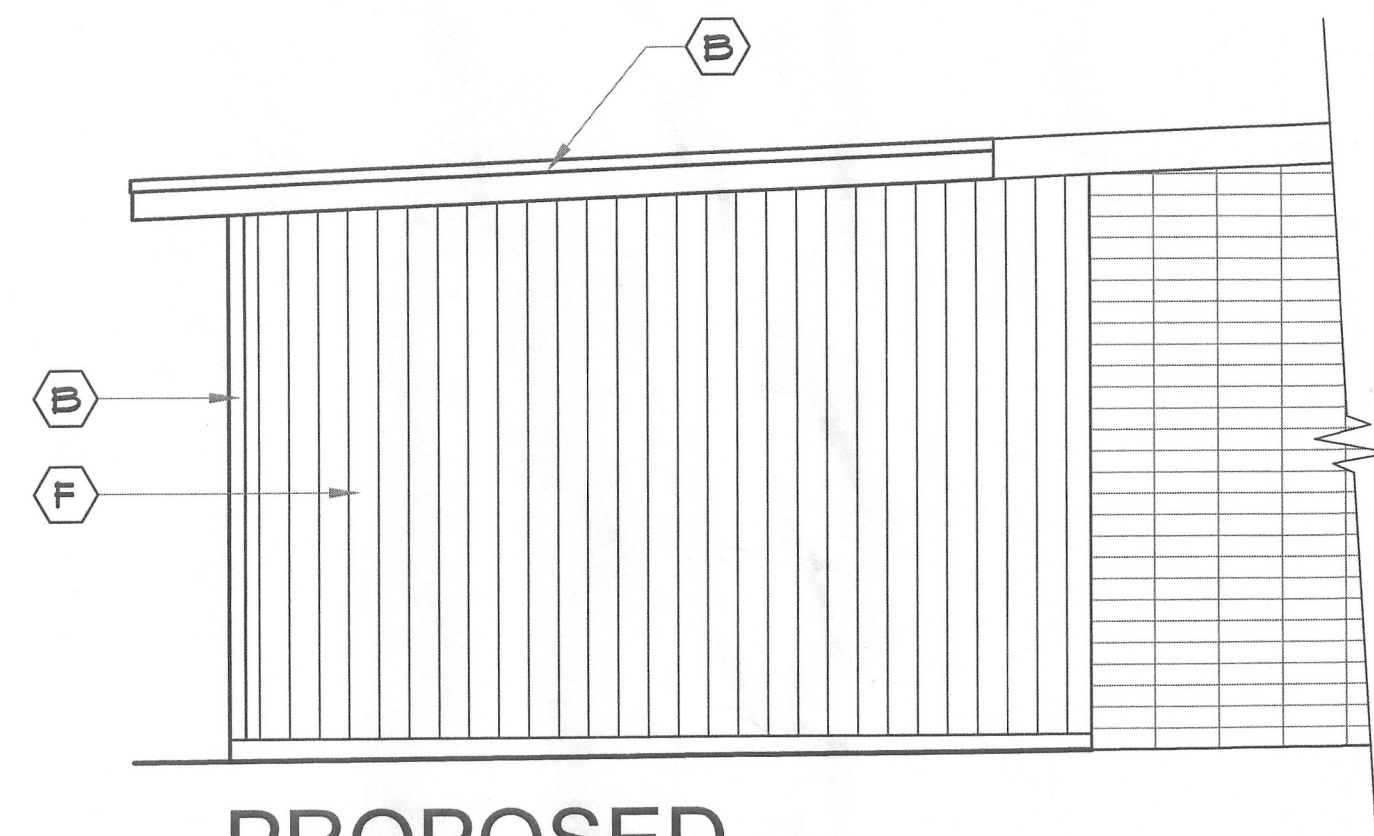
70 Sassen



PROPOSED
SIDE ELEVATION - East
SCALE : 1/4" = 1'-0"



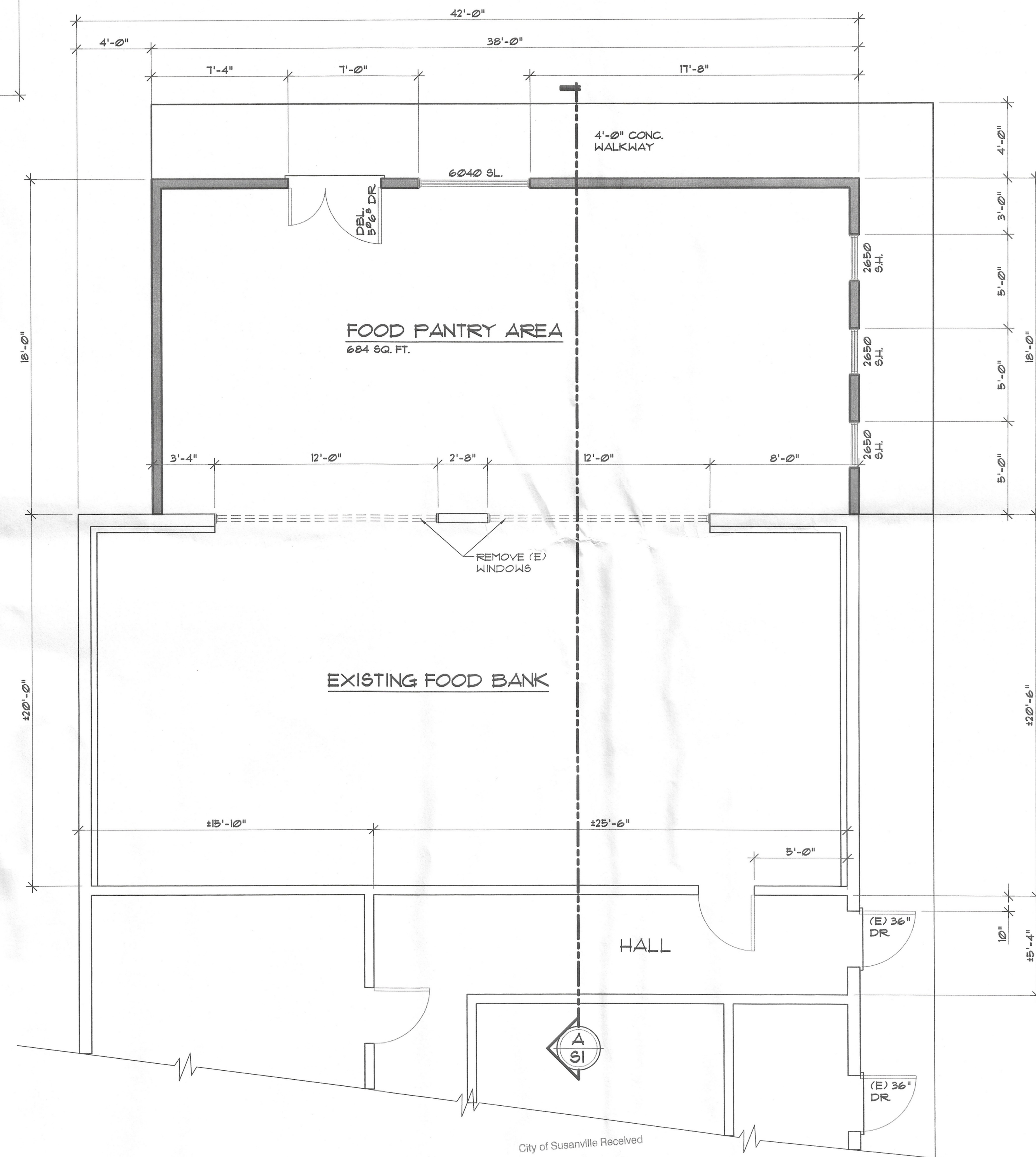
PROPOSED
REAR ELEVATION - North
SCALE : 1/4" = 1'-0"



PROPOSED
SIDE ELEVATION - West
SCALE : 1/4" = 1'-0"

EXTERIOR FINISH KEY	
(A)	20 GA. METAL ROOFING OVER 1/16" PLYWD. SHEATHING
(B)	2x10 FASCIA BOARD OR BARGE RAFTER W/ METAL DRIP EDGE
(C)	5/4 x 4 SMART TRIM - EXTERIOR
(D)	VINYL FRAMED DUAL PANE WINDOWS W/ 5/4x4 TRIM, LOW "E" COATING (SELECTED BY OWNER)
(E)	DOOR OR STOREFRONT GLASS DOOR W/ 5/4x4 SMART TRIM (TEMP. GLASS)
(F)	VERTICAL SIDING PANELS W/ GROOVES @ 8" O.C. SIDING OVER 'TYVEK' INFILTRATION BARRIER & 1/16" OSB SHEATHING

WALL LEGEND	
SYM.	DESCRIPTION
	WALLS TO BE REMOVED
	EXISTING WALLS TO REMAIN



PROPOSED FLOOR PLAN
SCALE : 1/4" = 1'-0" ADDITION AREA - 684 SF.

Revisions:



Project Title: A.P.N. 103-303-009

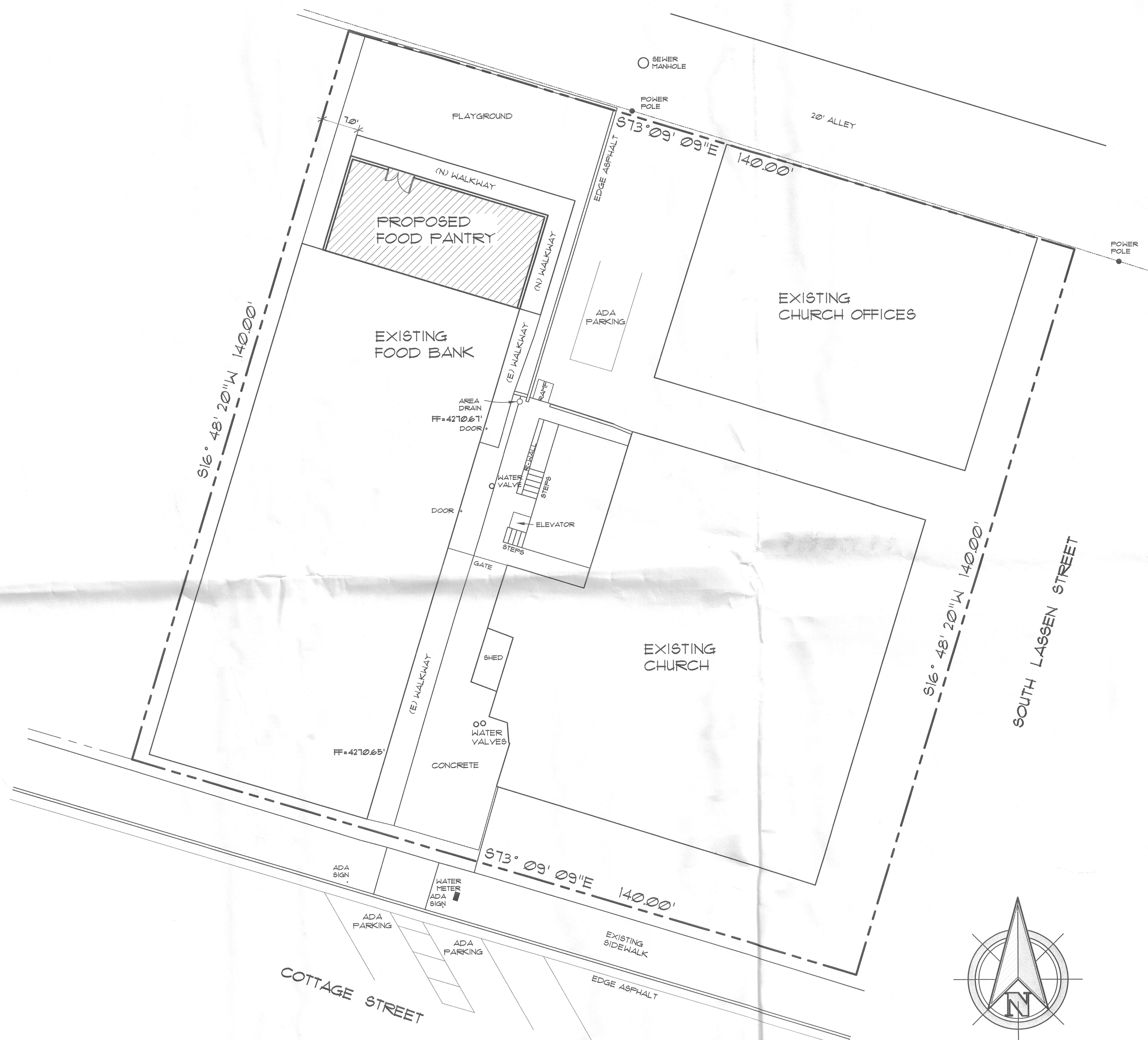
Proposed Addition for: Food Bank
United Methodist Church
80 S. Lassen St., Susanville
LASSEN COUNTY, CALIFORNIA

NST ENGINEERING, INC.
1495 Riverside Drive • Susanville, CA 96130
Engineering • Planning • Surveying
Phone: (530) 257-5173 Fax: (530) 257-6272

Date: 8/30/24
Drawn: TM
Checked: JM

Sheet No.
A1
Of 3 Sheets

Job No. 2024-51
File No. WRKDWG



- NOTE:**
1. VERIFY LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO STARTING PROJECT.
 2. APPROVED (TEMPORARY) SANITATION FACILITIES ARE REQUIRED ON BUILDING SITE DURING THE CONSTRUCTION PERIOD.
 3. OBTAIN APPROVAL FROM OWNERS PRIOR TO ANY TREE REMOVAL ON SITE.
 4. SLOPE GRADE TO DRAIN SURFACE WATER AWAY FROM STRUCTURES AT MIN. OF 5%.
 5. GRADING OPERATIONS SHALL BE FOLLOWED AS PER PLAN, ANY DEVIATIONS FROM PLAN SHALL BE APPROVED BY ENGINEER PRIOR TO START OF PROJECT.

APPLICABLE CODE CYCLE:

2022 CBC (2021 IBC) 2022 CEC (2020 NEC)
2022 CRC (2021 IRC) 2022 CGBSC (CALGREEN)
2022 CHC (2021 UMC) 2022 CALIFORNIA ENERGY CODE
2022 CPC (2021 UPC)

GENERAL INFORMATION:

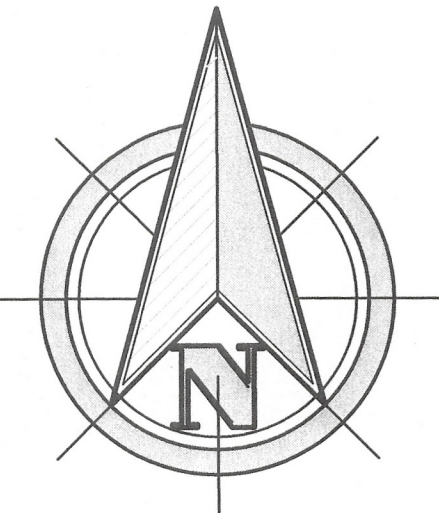
ASSESSOR'S PARCEL NUMBER 103-303-009
SCOPE OF PROJECT - - - - - FOOD PANTRY
OCCUPANCY GROUP - - - - - C-1
TYPE OF CONSTRUCTION - - - - - 5-B
FIRE SPRINKLERS REQUIRED - - YES
W.U.I. AREA - - - - - NO
NUMBER OF STORIES - - - - - TWO STORY
BUILDING ROOF HEIGHT - - - - - 13'-0"

SQUARE FOOTAGE OF PROJECT -
FOOD PANTRY ADDITION ±1,253 SQ. FT.
EXISTING FOOD BANK ±4,116 SQ. FT.
EXISTING CHURCH OFFICES ±4,126 SQ. FT.
EXISTING CHURCH BUILDING ±4,400 SQ. FT.

ROOF SNOW LOAD (In psf) - - - - 40 psf
WIND CATEGORY - - - - - CATEGORY "C"
SEISMIC ZONE - - - - - ZONE "D"

SHEET INDEX	
SHEET	DESCRIPTION
C1	SITE PLAN & SHEET INDEX
A1	ELEVATIONS & FLOOR PLAN
S1	FRAMING PLANS & SECTION
E1	ELECTRICAL PLAN

SITE PLAN
SCALE : 1" = 10'-0"



City of Susanville Received
SEP 09 2024
BUILDING & PLANNING

Revisions:



Project Title: A.P.N. 103-303-009
Proposed Addition for: Food Bank
United Methodist Church
60 S. Lassen St. - Susanville
LASSEN COUNTY, CALIFORNIA

NST ENGINEERING, INC.
1495 Riverside Drive • Susanville, CA 96130
Engineering • Planning • Surveying
Phone: (530) 257-5173 Fax: (530) 257-6272

Date: 8/30/24
Drawn: TM
Checked: JM

Sheet No.
C1
Of 3 Sheets

Job No. 2024-51
File No. WRKDWG

**FILE NO. Use Permit #2024-017
AMENDING AND REPLACING USE PERMIT NO. 318**

**CITY OF SUSANVILLE PLANNING COMMISSION
STAFF FINDINGS
October 22, 2024**

APPLICANT	United Methodist Church
OWNER	United Methodist Church
REPRESENTATIVE	NST Engineering
REQUEST	The applicants are requesting a modification to their exiting Use Permit to allow a Church and a 684 square foot expansion of the existing buildings food pantry area in the Uptown Business district located at 70 N Lassen Street.
ASSESSOR'S PARCEL NO	103-303-009-000
PARCEL SIZE	.34 Acres
LOCATION	70 N. Lassen Street
EXISTING ZONING	The parcel is zoned: UBD (Uptown Business District)
SURROUNDING ZONING	North: UBD (Uptown Business District) South: UBD (Uptown Business District) East: UBD (Uptown Business District) West: UBD (Uptown Business District)
SURROUNDING LAND USE	UBD (Uptown Business District)
GENERAL PLAN DESIGNATION	Mixed Use
ENVIRONMENTAL DETERMINATION	The proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15301.

COMMENTS RECEIVED BY CITY DEPARTMENTS:

- 1. Building Department:** Occupancy shall not exceed 49.
- 2. Fire Department:** Occupancy shall not exceed 49.
- 3. Police Department:** No Comment.
- 4. Public Works Department:** No Comment.

ANALYSIS:

The applicant is proposing to amend and replace their current Use Permit (Use Permit No. 318) to allow a 684 square foot addition to the existing building to accommodate a larger food pantry for donated food items. The existing Use Permit (UP# 318) approved the existing church to expand services to allow a Pre School. This Use Permit was approved by the City of Susanville Planning Commission on October 26, 1978, and is only memorialized by recorded minutes which have been attached for the Planning Commissioners reference. The Pre School is no longer in operation, but it is staffs' intent to have the option remain as part of the new proposed Use Permit should the Church ever want to reestablish the use with the proper business licensing and occupancy permits. Furthermore, at the time of the approval of Use Permit No. 318, the subject property was Zoned C-1(Neighborhood Commercial) which also requires a Use Permit be secured prior to a Church to be established. City staff found no mention of the Church having an approved Use Permit within the City's records system. Clearing up this discrepancy is an added intent from staff with the updated Use Permit. The Church was built in 1968, which is the most likely reason a Use Permit was not secured for the current use at that time.

Finally, the subject parcels Zoning Designation was changed from C-1(Neighborhood Commercial) to UBD (Uptown Business District) in the year 2000. This Zoning Designation also requires that business uses such as a Church be allowed by first securing a Use Permit through the Planning Commission. The expansion of the existing use by 684 square feet is also a trigger point for the requirement for an Amendment and ultimate replacement to the existing Use Permit and for the requirements of the Architectural and Site Plan Review. The culmination of all of the factors mentioned is why city staff has proposed not only modify the existing Use Permit but to replace it and bring the existing use into full compliance with the assigned zoning district.

The subject property is zoned UBD (Uptown Business Zoning District) and has a land use designation of "*Mixed Use*" pursuant to the *City of Susanville General Plan 1990-2010*. The subject property is approximately .34 acres in size and has been assigned the address of 70 South Lassen Street and assigned assessor's parcel number 103-303-009-000 pursuant to the Official Records of Lassen County, California.

COMMUNITY CORRESPONDENCE:

Property owners were notified within 300 feet of the proposed project and no comments were received in favor or against.

ENVIRONMENTAL REVIEW:

The City of Susanville City Planner/ Environmental Review Officer has determined that the proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15301.

STAFF RECOMMENDATION:

Staff recommends approval of the project with the stated conditions outlined in the proposed adopting resolution.

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proposed use and will not be injurious or detrimental to property or improvements in the neighborhood or the general welfare of the city.

3. The approval of the Use Permit modification to allow a church, preschool, and expanded food pantry, is consistent with the Susanville Municipal Code UBD (Uptown Business Zoning District).
 4. That the required improvements are necessary for public health, safety, welfare and orderly development of the area and are in accordance with adopted standards of the City of Susanville and other jurisdictions having control over development in this area.
- B) Approves the site plan for Use Permit (UP#24-017) for the United Methodist Church in accordance with the site layout plan, "CITY OF SUSANVILLE RECEIVED September 9, 2024, BUILDING AND PLANNING" and included in the attached staff report, except as modified by the following terms, agreements and conditions contained in this Resolution.

STANDARD CONDITIONS

1. Any modifications to the submitted design proposal after approval by the Planning Commission shall require a new application and review by the Planning Commission.
2. For the purposes of assuring compliance, the applicant, agents, representatives or their assignees agree not to deny or impede access to the subject property by City employees in the performance of their duties.
3. All contractors and sub-contractors involved in the project shall obtain a City of Susanville Business License and maintain said license in force for the duration of the project.
4. The applicant/owner shall indemnify, protect, defend, and hold harmless, the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, from any and all claims, demands, lawsuits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolutions procedures (including, but not limited to arbitrations, mediations, and other such procedures, collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, the any action of, or any permit or approval issued by, the City and/or any of its officials, officers employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City), for or concerning the project, whether such Actions are brought under the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Code of Civil Procedure Section 1085 or 1094.5, or any other state, federal, or local statute, law, ordinance, rule, regulation, or any decision of a court of competent jurisdiction. It is expressly agreed that the City shall have the right to approve, which approval will not be unreasonably withheld, the legal counsel providing the City's defense, and that developer shall reimburse City for any costs and expenses directly and necessarily incurred by the City in the course of the defense. City shall promptly notify the developer of any Action brought and City shall cooperate with developer in the defense of the Action.

5. The project shall meet the fire and life safety requirements of the Fire Department.
6. Trash enclosures shall be provided per Susanville Municipal Code Section 17.020.060 H which states: *"Outdoor Trash Storage. All outdoor trash storage and collection facilities other than standard containers for individual residential use shall be enclosed by a solid masonry wall or view-obscuring fence at least one foot higher than the trash container."*
7. All disturbed areas on the site shall be planted and maintained with shrubs or native plant material and a permanent irrigation system or covered with weed mat and rock or other appropriate barrier to keep the site weed free. All existing landscaping shall be maintained in a manner to ensure adequate line of sight safety at driveway entrances, exits, and cross streets.
8. Any new lighting shall be downward directional and include full cut-off fixtures to protect the Susanville night sky and adjacent parcels from unsightly glare. New on-site lighting shall conform to Section 17.96.050 of the City of Susanville Municipal Code.
9. Shall comply with Title 24 of the California Building Code.
10. This permit will become null and void if the approved use has not begun within 24 months from the date of adoption of this resolution unless an extension of the life of the permit is approved by the Planning Commission. It is the applicant's responsibility to request an extension within a reasonable time frame, if needed.

APPROVED: _____

James Merchant 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 22nd day of October 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk
Secretary to the Planning Commission

PLANNING APPLICATION



City of Susanville, Planning Division
66 North Lassen Street
Susanville, California 96130-3904
(530) 252-5117 / Fax (530) 257-4725

TYPE OR PRINT CLEARLY

Applicant UNITED METHODIST CHURCH	Street Address 60 S LASSEN STREET, SUSANVILLE, CA 96130	City SUSANVILLE	Zip Code 96130	Day Phone () ()
Representative (if any) NST ENGINEERING	Street Address 1495 RIVERSIDE DRIVE, SUSANVILLE, CA 96130	City SUSANVILLE	Zip Code 96130	Day Phone () ()
Property Owner	Street Address	City	Zip Code	Day Phone () ()
Correspondence to be sent to: ☒ Applicant ☒ Representative ☐ Owner				

Project Address 70 S LASSEN STREET			Assessor's Parcel No. 103-303-009
Existing Land Use CHURCH	Site Acreage 0.34 ac	Zoning UBD	General Plan LOCAL NEIGHBORHOOD
Description of proposed project (attach sheets if necessary) PROPOSED FOOD PANTRY ADDITION, ±684 SF			

Applicant/Representative: I have reviewed this application and the attached material. The provided information is accurate. Signed <u>Jeffery M. [Signature]</u> Date <u>07/4/24</u> <u>Project Engin.</u>	Property Owner/Authorized Agent: I have read this application and consent to its filing. Signed _____ Date _____
--	---

TYPE OF APPLICATION	☐ Abandonment ☐ Administrative Permit ☒ Architectural & Site Plan Review ☒ Amendment/Appeal ☐ Design Review ☐ General Plan ☐ Amendment	☐ Home Occupation Permit ☐ Lot Line Adjustment ☐ Other _____ ☐ Parcel Map ☐ Planned Development District ☐ Rezoning	☐ Specific Plan ☐ Subdivision ☐ Use Permit ☐ Time Extension: Expiration Date _____ ☐ Zone Variance

REQUIRED SUPPLEMENTAL INFORMATION	☒ Reproducible Site Plan; Use Permit, Administrative Permit, Site Plan Review, Variance ☒ Building Elevations: Use Permit, Site Plan Review, Planned Development ☒ Floor Plans: Planned Development, Use Permit ☐ Reproducible Tentative Subdivision Map (copies) ☐ Preliminary Title Report: Subdivision, Lot Split, Abandonment ☐ Subdivision Data Sheet: Subdivision, Planned Development	☐ Letters from Utility Companies: Abandonment ☐ Letter of Justification: Variance ☐ Home Occupation Permit Affidavit ☐ Legal Description: Lot Line Adjustment/Merger; Abandonment ☐ C C & R's ☐ Other _____

FOR OFFICE USE ONLY	Application Number(s) <u>AR24</u>	Received By <u>RME</u>	Date Application Received <u>9/9/24</u>	
	Date Application Certified Complete <u>10/9/2024</u>	Staff Assigned <u>Kelly Munner</u>	Redevelopment Area ☐ Yes ☒ No	
	Fees Received/Receipt No. <u>756.00</u>	NOTES TO FILE		
	Environmental Determination ☒ Categorically Exempt ☐ Negative Declaration ☐ EIR Required			

MAKE CHECKS PAYABLE TO CITY OF SUSANVILLE

SUSANVILLE PLANNING COMMISSION AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: October 22, 2024

SUBJECT: Consider Resolution No. 24-1187, considering a Use Permit (Use Permit #2024-018) to allow beer and wine to be served in conjunction with concessions at the existing Cinema Four Movie Theatres.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY:
USE PERMIT #2024-018, SMITH FAMILY TRUST. The applicant is requesting a Use Permit to allow for a type 41 beer and wine license at the existing Cinema Four Movie Theatres located at 501 Main Street in Susanville. The applicant wishes to sell beer and wine in conjunction with available food items and concessions. The subject parcel for the Movie Theatre is zoned UBD (Uptown Business Zoning District) and has a land use designation of “*Mixed Use*” pursuant to the *City of Susanville General Plan 1990-2010*. The Susanville Municipal Code allows for movie theatres by right, but the sale of alcohol sales requires that a Use Permit be secured through the City of Susanville Planning Commission. The subject parcel has been assigned an assessor’s parcel number of 103-292-007-000 pursuant to the Official Records of Lassen County, California. The proposed action or project, if approved, would not require further environmental review pursuant to Section 15301 of the California Environmental Quality Act (CEQA) Guidelines. Staff Contact: Kelly Mumper, City Planner (530)252-5104 kumumper@cityofsusanville.org

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No. 24-1187, considering a Use Permit (Use Permit #2024-018) to allow beer and wine to be served in conjunction with concessions at the existing Cinema Four Movie Theatres.

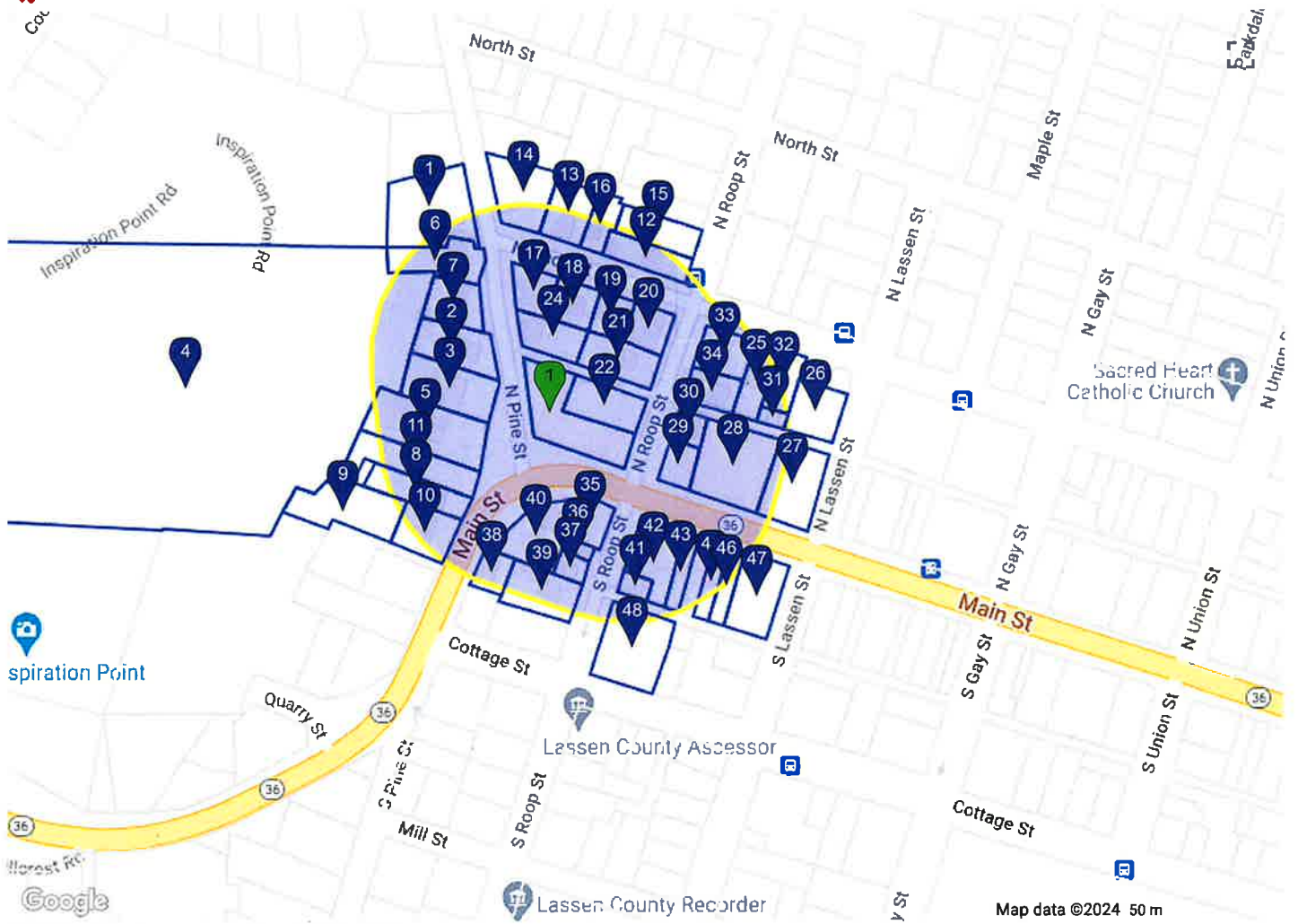
ATTACHMENTS:
[Public Hearing Notice UP#2020-018 Cinema Four.docx](#)
[Cinema Four 300 FT. Notice.pdf](#)
[Resolution No. 24-1187.doc](#)
[UP-24-018 Cinema Four SR.docx](#)

NOTICE OF PUBLIC HEARING

The City of Susanville Planning Commission will be holding a public hearing to consider approval, conditional approval, or disapproval of an application for a Use Permit to allow on-site beer and wine sales in conjunction with existing available food and concessions for movie showings at the Cinema Four located at 501 Main Street Susanville, CA 96130. Business operation hours vary depending upon screening times but typically include evenings on weekdays and weekends. The existing business is conducted within an existing building located at 501 Main Street in the UBD (Uptown Business District) zoning district and has a land use designation of "mixed Use" pursuant to the City of Susanville General Plan 1990-2010. The assessor's parcel number for the property is 103-292-007-000 pursuant to the Official Records of Lassen County, California. If approved, the proposed project would not require further environmental review pursuant to Section 15301 of the California Environmental Quality Act (CEQA) Guidelines.

This project is scheduled to have a public hearing by the Planning Commission at 5:30 p.m. on October 22, 2024, in the City of Susanville City Council Chambers located at 66 N. Lassen Street Susanville, CA 96130. The public is invited to attend and provide verbal and/or written comments on the proposed project. Written comments must be received at the above address at, or prior to, the meeting date and time. Note: Any appeals on the above-mentioned proposal must be based on comments made known (either through written or verbal comments) at the public hearing. Appellants must also be represented at the public hearing for an appeal to be accepted by the City Council. "If you challenge the City's action on this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City at, or prior to, the public hearing." Govt. Code 65009. Any questions regarding this or the proposal may be directed to the City Planner, Kelly Mumper at (530) 252-5104 during normal business hours.

BY: Kelly Mumper, City Planner
FOR: City of Susanville, Planning Commission



RESOLUTION NO. 24-1187
A RESOLUTION OF THE SUSANVILLE PLANNING COMMISSION
APPROVING USE PERMIT NO. 24-018, TO ALLOW A TYPE 41 ON-SALE
BEER AND WINE LICENSE ON PROPERTY LOCATED AT 501 MAIN STREET
APN 103-292-007-000

WHEREAS, the applicants are requesting a Use Permit a type 41 on-sale beer and wine license on property located at 501 Main Street in Susanville, CA 96130 and is assigned Assessor's Parcel Number (APN): 103-292-007-000 and;

WHEREAS, the sale of beer and wine in conjunction with concessions is allowed by first securing a Use Permit through the City of Susanville Planning Commission and;

WHEREAS, the applicant bears the sole responsibility for securing the proper ABC licensing post Planning Commission approval and;

WHEREAS, the Susanville Planning Commission at a public hearing held during its regular meeting on October 22, 2024, considered both written and oral comments presented concerning the proposed project as required by City Code Section 17.112.20 E and;

WHEREAS, property owners were notified in a 300 ft. radius of the proposed project site and a legal publication was published via the Intermountain News stating the project description on October 7, 2024, and;

WHEREAS, the City of Susanville Planning Division has determined that the project is Categorically Exempt under Article 19, Section 15321 (Class 21(a)(2)) of the CEQA guidelines.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission:

A) Makes the following findings:

1. That the establishment, maintenance, or operation of the subject use, building or facilities applied for will not, under the circumstances of the particular use, with the conditions imposed thereon, be detrimental to or contrary to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of the proposed use and will not be injurious or detrimental to property or improvements in the neighborhood or the general welfare of the city.
2. The conditions imposed upon approval of this use are necessary to further the public health, safety, peace, comfort and general welfare of the city.
3. The approval of the Use Permit to allow a type 41 on-sale beer and wine license on property located at 501 Main Street is consistent with the *Susanville General Plan 1990-2010* and the Susanville Municipal Code Uptown Business Zoning District.

STANDARD CONDITIONS

1. Any modifications to the submitted design proposal after approval by the Planning Commission shall require a new application and review by the Planning Commission.
2. The applicant/owner shall indemnify, protect, defend, and hold harmless, the City, and/or any of its officials, officers, employees, agents, departments, agencies, and

instrumentalities thereof, from any and all claims, demands, lawsuits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolutions procedures (including, but not limited to arbitrations, mediations, and other such procedures, collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, the any action of, or any permit or approval issued by, the City and/or any of its officials, officers employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City), for or concerning the project, whether such Actions are brought under the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Code of Civil Procedure Section 1085 or 1094.5, or any other state, federal, or local statute, law, ordinance, rule, regulation, or any decision of a court of competent jurisdiction. It is expressly agreed that the City shall have the right to approve, which approval will not be unreasonably withheld, the legal counsel providing the City's defense, and that developer shall reimburse City for any costs and expenses directly and necessarily incurred by the City in the course of the defense. City shall promptly notify the developer of any Action brought and City shall cooperate with developer in the defense of the Action.

3. The project shall meet the fire and life safety requirements of the Fire Department.
4. Shall comply with Title 24 of the California Building Code.
5. This permit will become null and void if the approved use has not begun within 24 months from the date of adoption of this resolution unless an extension of the life of the permit is approved by the Planning Commission. It is the applicant's responsibility to request an extension within a reasonable time frame, if needed.

APPROVED: _____
James Merchant 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 22nd day of October 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN: ____

Heidi Whitlock, City Clerk
Secretary to the Planning Commission

**CITY OF SUSANVILLE PLANNING COMMISSION
STAFF REPORT
October 22, 2024**

FILE NUMBER	Use Permit # UP-24-018		
APPLICANT/OWNER	Smith Family Trust		
REQUEST	Use Permit to allow on-sale beer and wine sales in conjunction movie screenings/showings and food sales.		
ASSESSOR'S PARCEL NO.	103-292-007-000		
PARCEL SIZE	0.475 acres/20,712 square feet (11,798 square feet of existing building space)		
LOCATION	501 Main Street		
EXISTING ZONING	UBD (Uptown Business District)		
SURROUNDING ZONING AND LAND USE	ZONING		LAND USE
	North	UBD/R-2	Mixed Use/ Duplex/Triplex Residential
	South	UBD	Residential
	East	UBD	Residential
	West	R-2	Duplex/Triplex Residential
GENERAL PLAN DESIGNATION	Mixed Use		
ENVIRONMENTAL DETERMINATION	Categorical Exemption Article 19, Class 21 – Enforcement Actions by Regulatory Agencies.		

COMMENTS RECEIVED:

City Building Official – None.

County Health Department – None.

City Police Department – Provide Copy of Alcohol License once secured from ABC.

Public Works — None.

BACKGROUND:

The subject property is zoned Uptown Business District (UBD) and has a Land Use Designation of “Mixed Use” pursuant to the *City of Susanville General Plan 1990-2010*. The property contains an existing movie theatre. The applicant wishes to secure a Use Permit to allow on site beer and wine sales in conjunction with concession/food sales for movie viewings/showings.

ANALYSIS:

The UBD regulations allow movie theatres and alcohol sales are allowed in conjunction by first securing a Use Permit. The sale of hard alcohol, however, is only permitted through a liquor store (off-sale) or a restaurant (on-sale).

The applicant is requesting a type 41 license which is defined by ABC as follows:

ON SALE BEER & WINE – Eating Place - Issued to restaurants. Authorizes the sale of beer and wine for consumption on or off the premises where sold. Distilled spirits may not be on the premises (except brandy, rum, or liqueurs for use solely for cooking purposes). Must operate and maintain the licensed premises as a bona fide eating place. Must maintain suitable kitchen facilities and must make actual and substantial sales of meals for consumption on the premises. Minors are allowed on the premises. This license type is subject to Responsible Beverage Service (RBS) requirements and requires alcohol servers and managers of alcohol servers to be RBS certified.

ENVIRONMENTAL DETERMINATION:

The proposed use and use permit are not subject to further California Environmental Quality Act (CEQA) Review and is Categorical Exempt under Article 19 pursuant to Section 15321(a)(2) of the CEQA Guidelines which states the following:

Class 21 consists of:

(a) **Actions by regulatory agencies to enforce** or revoke a lease, **permit, license**, certificate, or other entitlement for use issued, adopted, or prescribed by the regulatory agency or enforcement of a law, general rule, standard, or objective, **administered or adopted by the regulatory agency**.

Such actions include, but are not limited to, the following:

(1) The direct referral of a violation of lease, permit, license, certificate, or entitlement for use or of a general rule, standard, or objective to the Attorney General, District Attorney, or City Attorney as appropriate, for judicial enforcement;

(2) **The adoption of an administrative decision or order enforcing** or revoking the lease, **permit, license, certificate, or entitlement for use or enforcing the general rule, standard, or objective**.

(b) Law enforcement activities by peace officers acting under any law that provides a criminal sanction;

(c) Construction activities undertaken by the public agency taking the enforcement or revocation action are not included in this exemption.

Note: Authority cited: Section 21083, Public Resources Code; Reference: Section 21084, Public Resources Code.

RECOMMENDATION:

Staff does not see any conflicts or issues with the proposed use. Adopt Resolution 24-1187 approving Use Permit 24-018 to allow a type 41 On Sale Beer and Wine license at 501 Main Street for the Smith Family Trust (Owners of Cinema Four).

PLANNING APPLICATION



City of Susanville, Planning Division
66 North Lassen Street
Susanville, California 96130-3904
(530) 252-5118 / Fax (530) 257-4725

TYPE OR PRINT CLEARLY

Applicant Oak Creek Cinemas, Inc	Street Address 501 Main St	City Susanville	Zip Code 96130	Day Phone (530) 251-7585
Representative (if any) Carolyn Smith	Street Address PO Box 31	City Susanville	Zip Code 96130	Day Phone (530) 251-7585
Property Owner SMITH FAMILY TRUST	Street Address PO Box 1176	City Susanville	Zip Code 96130	Day Phone (530) 251-7585
Correspondence to be sent to: ☐ Applicant ☐ Representative ☐ Owner				

Project Address Uptown Cinemas 501 Main St Susanville Ca			Assessor's Parcel No. 103-292-007-000
Existing Land Use Movie Theatre	Site Acreage	Zoning	General Plan
Description of proposed project (attach sheets if necessary) Add ABC License Type 41 (Beer and wine on premise)			

Applicant/Representative: I have reviewed this application and the attached material. The provided information is accurate. Signed <u>Carolyn Smith</u> Date <u>9/10/24</u>	Property Owner/Authorized Agent: I have read this application and consent to its filing. Signed <u>Carolyn Smith</u> Date <u>9/10/24</u>
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TYPE OF APPLICATION	☐ Abandonment ☐ Administrative Permit ☐ Architectural & Site Plan Review ☐ Amendment/Appeal ☐ Design Review ☐ General Plan Amendment	☐ Home Occupation Permit ☐ Lot Line Adjustment ☐ Other _____ ☐ Parcel Map ☐ Planned Development District ☐ Rezoning	☐ Specific Plan ☐ Subdivision ☒ Use Permit ☐ Time Extension: Expiration Date _____ ☐ Zone Variance

REQUIRED SUPPLEMENTAL INFORMATION	☐ Reproducible Site Plan; Use Permit, Administrative Permit, Site Plan Review, Variance ☐ Building Elevations: Use Permit, Site Plan Review, Planned Development ☐ Floor Plans: Planned Development, Use Permit ☐ Reproducible Tentative Subdivision Map (copies) ☐ Preliminary Title Report: Subdivision, Lot Split, Abandonment ☐ Subdivision Data Sheet: Subdivision, Planned Development	☐ Letters from Utility Companies: Abandonment ☐ Letter of Justification: Variance ☐ Home Occupation Permit Affidavit ☐ Legal Description: Lot Line Adjustment/Merger; Abandonment ☐ C C & R's ☐ Other _____

FOR OFFICE USE ONLY	Application Number(s) UP 24018	Received By RMC	Date Application Received 9/10/2024
	Date Application Certified Complete 10/2/2024	Staff Assigned Kelly Mumper	Redevelopment Area ☐ Yes ☒ No
	Fees Received/Receipt No. 842.00	NOTES TO FILE	
	Environmental Determination ☒ Categorically Exempt ☐ Negative Declaration ☐ EIR Required		

MAKE CHECKS PAYABLE TO CITY OF SUSANVILLE