

SUSANVILLE PLANNING COMMISSION
Regular Planning Commission Meeting Minutes
TUESDAY, OCTOBER 22, 2024 – 5:30 PM

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

ROLL CALL Commissioner Eltzroth, Commissioner Ardito and Commissioner DeBoer. Absent: Vice Chair Jambois and Chair Merchant

1. APPROVAL OF AGENDA:

Moved by Commissioner Eltzroth; seconded by Commissioner Ardito, to approve agenda as submitted.

Motion Carried: 3 - 0

Voting For: Eltzroth, Ardito and DeBoer

Voting Against: None

2. BUSINESS FROM THE FLOOR: None

3. CONSENT ITEMS:

3.A Receive and file minutes from the June 25, 2024, meeting.

[P.C. 6.25. 24min..pdf](#)

Moved by Commissioner Ardito; seconded by Commissioner Eltzroth to approve the June 25, 2024, meeting minutes.

Motion Carried: 3-0

Voting For: Ardito, Eltzroth and DeBoer

Voting Against: None

3.B Receive and file minutes from the August 13, 2024, meeting.

[8.13.24 min.pdf](#)

Moved by Commissioner Eltzroth; seconded by Commissioner Ardito to approve the August 13, 2024, meeting minutes.

Motion Carried: 3 - 0

Voting For: Rod DeBoer

Voting Against: None

4. PUBLIC HEARINGS:

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

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

Mr. Mumper summarizes the staff report.

Commissioner Ardito states his company is doing work at this location which may present a conflict. He asks Wade Workman, of Kirack Construction who is present in the audience, if he knows if his company will be doing work on the carport.

Mr. Workman responds he does not believe so.

Mr. Mumper states legal counsel is not present, but based on the new information it seems appropriate that Commissioner Ardito can stay. If he was uncomfortable, he could recuse himself. He added it would result in the matter being tabled as there wouldn't be a quorum to vote.

Commissioner Ardito stays.

Public hearing opened at 5:38 p.m.

Phil Bush, SIRHA project manager, introduces himself and explains he is there to answer questions.

Chair Merchant arrives at 5:40 p.m.

Pam Beaujon, public member, asks if the property value will be affected by not having covered parking. She added it also looks like the enclosed garbage area is near her property line, which she is not excited about.

Mr. Mumper responds the proposed use permit amendment reopens the conditions. It is between the applicant and the commission to relocate the trash enclosure to a different location.

Mr. Bush states they wouldn't object moving the trash enclosure, but the site is restrictive.

Commissioner Eltzroth asked if there would be a more suitable location.

Mr. Bush responded he would have to take the plans on site to find a suitable location.

Public hearing closed at 5:45 p.m.

Commissioner DeBoer said he wants to follow-up on moving the trash enclosure.

Mr. Mumper states an updated site plan can be approved at the staff level.

Motion by Commissioner Eltzroth, seconded by Commissioner DeBoer to approve resolution 24-1183 with the addition of moving the northern trash enclosure to a suitable area away from the adjoining residence.

[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](#)

Moved by Commissioner Eltzroth; seconded by Commissioner DeBoer to approve amended resolution 24-1183.

Motion Carried: 4 - 0

Voting For: Eltzroth, DeBoer, Ardito and Merchant

Voting Against: None

- 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.

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.

Mr. Mumper reads into record a minor change and explains his staff report states there are 48 rooms, but the applicant states there are 38 total rooms.

He continues summarizing his staff report.

Public hearing opened at 6:01 p.m.

Thelma Brocker, a resident, shares that residents were told they would have to leave after 30 days.

Mr. Mumper explains the use permit amendment, if approved, will allow things to continue the way they are and will not displace anyone.

Renee Nelson, resident, speaks in favor of the amendment. We are fortunate to have the Frontier Inn, she states.

Jim McCarthy, public member, says he thinks the owners should complete the improvements before finalizing 30-day rentals. He requests the Commission table the matter and do a site visit to view the sagging overhang as it is a health and safety issue.

Three more people speak in favor of the amendment and speak favorably about the owners' addressing items that need to be repaired.

Jim Malhi, applicant, also speaks in favor of the amendment and states they are proud to be the only hotel in town focused on providing extended stays.

He states he doesn't think the overhang is going to fall and it has been like that since they bought the motel in 2018. They have been wanting to address that. They will probably just demolish it.

Public hearing closed at 6:22 p.m.

Commissioners ask further questions.

Commissioner Ardito asks if the public safety chief was involved in the site visit.

Mr. Mumper responds Chief Bollinger did not accompany them.

Commissioner Ardito responds that maybe the Commission doesn't make a decision tonight, but he is curious what an engineer would say for everyone's safety.

Mr. Mumper asks if he is specifically talking about the overhang.

Commissioner Ardito responds the entire safety of the hotel.

Mr. Mumper responds the issue is specifically with the overhang and there are no other issues.

Chair Merchant notes the city building inspector has noted the overhang needs to be fixed or removed within 90 days.

Mr. Mumper confirms that with the Commission's approval, if the overhang isn't addressed within 90 days, they will be out of compliance.

The Commission holds further discussion regarding safety concerns.

Moved by Commissioner Eltzroth; seconded by Commissioner DeBoer to approve Resolution 24-1184.

Motion Carried: 3 - 0

Voting For: Eltzroth, DeBoer and Merchant

Voting Against: Ardito

[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](#)
[Frontier Inn Staff Report.docx](#)

- 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.
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.

Mr. Mumper summarizes his staff report. He hands out correspondence from the property owner who was unable to attend the meeting. He added he did not receive comments in favor or against the project.

Public hearing opened at 6:32 p.m.

No comments in favor or against project.

Public hearing closed at 6:32 p.m.

Moved by Commissioner DeBoer; seconded by Commissioner Ardito to approve Resolution 24-1185.

Motion Carried: 4 - 0

Voting For: DeBoer, Ardito, Eltzroth and Merchant

Voting Against: None

[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](#)

- 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).

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).

Mr. Mumper summarizes the item. He makes one correction to the staff report that the occupancy is likely not 49 and it will be omitted from the record. If there are any changes or updates to the occupancy, building department staff will handle it at the permit level.

The Commission holds brief discussion regarding the project.

Public hearing opened at 6:40 p.m.

No comments received in favor or against the project.

Public comment closed at 6:40 p.m.

Moved by Rod DeBoer; seconded by Tony Ardito to Approve Motion to approve Resolution 24-1186.

Motion Carried: 4 - 0

Voting For: DeBoer, Eltzroth, Ardito and Merchant

Voting Against: None

[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](#)

- 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.

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.

Mr. Mumper summarizes his staff report, adding this is a great opportunity to prevent leakage to Reno by offering further accommodations for patrons at the theater. He said no comments were received for or against the project.

Public hearing opened at 6:44 p.m.

Carolyn Smith, theater owner, clarifies the actual name is Uptown Cinemas, and she appreciates the Commission considering this. She highlights some food options they have added and concludes it will help keep the uptown cinemas a viable option.

Public hearing closed at 6:46 p.m.

Moved by Commissioner DeBoer; seconded by Commissioner Ardito to approve Resolution 24-1187.

Motion Carried: 4-0

Voting For: DeBoer, Ardito, Eltzroth and Merchant

Voting Against: None

[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](#) [Planning Application UP#24-018.pdf](#)

5. **NEW BUSINESS:** Mr. Mumper states he will be bringing information to the next meeting.

6. **CORRESPONDENCE:** None

7. **COUNTY REFERRALS:** None

8. **ADJOURNMENT:**

Moved by Commissioner DeBoer; seconded by Commissioner Eltzroth to adjourn at 6:45 p.m.

Motion Carried: 4 -0

Voting For: DeBoer, Eltzroth, Ardito and Merchant

Voting Against: None

James Merchant, Chair

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

Approved On: December 10, 2024