



# PLANNING COMMISSION AGENDA

## City Council Chambers

66 North Lassen Street, Susanville, CA 96130

Phone (530) 252-5118 Fax (530)257-4725

### SPECIAL MEETING

**Tuesday, September 29, 2020 – 6:30 P.M.**

#### CALL TO ORDER

#### ROLL CALL

#### APPROVAL OF AGENDA

#### BUSINESS FROM THE FLOOR (NO ACTION TO BE TAKEN)

#### APPROVAL OF MINUTES:

7.14.20

5.14.19

5.28.19

9.24.19

1.28.20

#### PUBLIC HEARING ITEMS:

Hold Public Hearing and receive update for Use Permit #20-001 for Crossroads Ministries which was approved by Resolution Number 20-1084 to allow an Emergency Shelter permitting up to 49 people with nightly sleeping accommodations in an existing commercial building. This project is scheduled to have a six-month progress report provided by staff and the applicant. The project site is located at 2410 Main Street. APN: 105-240-07-11

#### NON-PUBLIC HEARING ITEMS: None

#### CORRESPONDENCE: None

#### CITY ATTORNEY REPORT: None

#### COUNTY REFERRALS: None

#### COMMISSION ITEMS:

#### ADJOURNMENT

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.

**ACCESSABILITY:** *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.*

#### SUSANVILLE PLANNING COMMISSION

CHAIR PERSON Linda Robinette

COMMISSIONERS ~ Wayne Jambois, Melanie Westbrook

Susanville Planning Commission  
Regular Adjourned Meeting  
July 14, 2020

Meeting called to order at 6:30 p.m.

Roll Call: Melanie Westbrook, Wayne Jambois, and Linda Robinette.

Staff Present: Kelly Mumper, City Planner.

**Approval of the Agenda** Motion by Commissioner Jambois, second by Commissioner Westbrook to approve the agenda as submitted. Motion carries. Ayes: Jambois, Westbrook and Robinette.

**Business from the Floor** None

**Approval of the Minutes** Motion by Commissioner Westbrook, second by Commissioner Jambois to approve the March 10 minutes with corrections.

**Public Hearing Items: Consider approval or disapproval of Resolution 20-1085 for Use Permit 20-002 for applicant Derry Converse to build two tri-plex multifamily structures in a single-family (R-1) zoning district at 305 Russell Ave. A.P.N. 105-180-13-11.**

Mr. Mumper provided an overview of the project, explaining that applicant, Derry Converse, is proposing to build two triplex buildings on roughly a half acre parcel. The property is zoned R-1 with a General Plan designation of single family, as such, it requires a Use Permit be secured.

The proposal includes six habitable units totaling 5,808 SF.

As the environmental review officer, he deemed the project exempt per CEQA 15303 B, which exempts multi-family projects for up to six units.

As proposed, the project is consistent with the Municipal Code and the Susanville General Plan 1999-2010, staff recommends approval with the stated conditions outlined in the proposed adopting resolution.

Commissioner Westbrook asked about the bill the Governor passed and if it outright allowed multi-family buildings to be built in single-family zoning.

Mr. Mumper responded that the bill addresses second units and converting garages and secondary structures to accessory dwelling units.

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Public Hearing opened at 6:36 p.m.

Mr. Converse stated the project is something good for the surrounding area. It backs up the fairgrounds and will have low impact as far as traffic control. He demolished an old house that had been on the property since the 1930s.

There was general discussion regarding the design and layout and rental costs.

Larry Standiford, public member, spoke in favor of the project.

Carrie Williams, public member, stated she lives in the area on Russell Street and she is in favor of the new project. New development and sprucing up the area would make her neighborhood more popular, as well as increase property values.

David Howe, public member, said the project will improve the appearance of the whole street.

Public hearing closed at 6:45 p.m.

Chair Robinette stated she was impressed with those who attended and gave a thumbs up for new development.

Commissioner Jambois stated the project will be a welcome addition to the lower end of Russell. He well remembers the house that was removed, and it really was an eyesore.

Motion by Commissioner Westbrook, second by Vice Chair Jambois to approve Resolution No. 10-1085. Motion carries: All in Favor: Westbrook, Jambois and Robinette.

Chair Robinette thanked those in attendance for being involved in government.

**NON-PUBLIC BUSINESS ITEMS: Code Enforcement Update:** Mr. Mumper provided a general code enforcement update and explained that there have been 13 new cases in the last three weeks, specifically, a lot of complaints about people living in RVs.

He continued that some have self-abated, other case may be moving to fines and could be coming before the Planning Commission. There was general discussion about the hearing process.

Commissioner Westbrook commented about the abandoned vehicle process and how the costs either fall to the property owner, or the City and not the tenants.

Chair Robinette stated the City of Sacramento has an arrangement with a towing company that will tow the car and put a towing lien on it. If the owner wants it back, it is that person's responsibility to pay the fee. She asked if the City could come up with a similar agreement with a towing company.

Mr. Mumper continued his report explaining that another frequent code enforcement violation are vendors, selling without Temporary Use Permits and business licenses. He also added he would be sending out letters to corporate franchises regarding their landscaping.

Mr. Mumper provided an update on other projects including the Susanville Indian Rancheria. He also added that the City's Safety element must be updated, but the City has been tentatively been awarded a grant in the amount of \$160,000 that can be used toward General Plan updates and can also assist with expediting the permit process.

There was general discussion regarding the High Fire Severity Zone being expanded further into City limits.

**Correspondence:** None

**City Attorney Report:** None

**County Referrals:** None

**Commission Items:** None

Motion to adjourn at 7:31 p.m. by Commissioner Jambois, second by Commissioner Westbrook.

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Signed, Chair Linda Robinette

Respectfully submitted by,

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Ruth McElrath, Building Permit Technician

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Heidi Whitlock, City Clerk

Approved On:

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Susanville Planning Commission Minutes  
Regular Adjourned Meeting  
May 14, 2019

Call to order at 6:30 p.m.

**Roll Call of Commissioners Present:** Commissioner Jambois, Commissioner Alan Dowdy, Commissioner Dan Foster. Absent: Vice Chair Robinette and Commissioner Westbrook.

City Staff present: Anthony Hanner, Building Official and Ruth McElrath, Building Permit Technician.

Approval of the Agenda: Motion by Commissioner Dowdy, second by Commissioner Foster to approve the agenda. Motion carried. Ayes: Foster, Dowdy and Jambois. Absent:

Consider appointment of chair and vice chair: Motion by Commissioner Foster, second by Commissioner Dowdy to appoint Vice Chair Linda Robinette as Chairman. Motion carried. Ayes: Foster, Dowdy and Jambois.

Commission tabled appointment of Vice Chair.

**Approval of Minutes:** None

Public Hearing Items: Consider Use Permit Architectural design and Site Plan for U-19-003 to allow an outdoor sales lot for portable sheds at 810 Main St. A.P.N. 103-323-16

Mr. Hanner explained the proposed project is to utilize a vacant lot as an outdoor sales display for portable sheds. There is a small office structure on the property but no water supply or waste water disposal facilities. The plan will include a written agreement for the one sales person who will operate the business to have access to a restroom. There may be up to 20 sheds on display with some sales delivered from off-site and some from the project site.

He continued that the property is zoned Uptown Business District (UBD), which requires a Use Permit and Architectural and Site Plan Review. Mr. Hanner explained that while the particular use type is not listed, it is similar in character and impact to a dealership for sales of autos, boats or mobile homes that are allowed with an approved Use Permit.

Site development standards defer to the C-2, General Commercial District, as new construction or rehabilitation will not exceed \$15,000.00. Because no new permanent structures are planned, the standards can be easily met. Staff feels the use can be a viable contributor to economic development and commercial traffic on Main Street and will be more attractive than a vacant lot. Since the project does not include construction of permanent buildings or installation of utilities, it does not detract from future long-term development of the property.

Mr. Hanner stated the proposal will do little for or against the historic and natural qualities of the area. The existing structure is CMU with painted finish and a shake roof. The display sheds will be new and presentable and little will change on the lot except for the creation of three parking spaces, including one handicapped space.

The display shed materials will be wood, or wood like in appearance with metal or shingled roofs. The colors appear tasteful and reasonable and there will be no added lighting and minimal signage. Any new signage will be reviewed by city staff.

Mr. Hanner explained that since the use is only temporary, additional landscaping and other development standards might be left for when the property is developed with a permanent structure. He explained there is existing landscape vegetation and additional portable landscaping is an option but concerns about vandalism and theft have been noted.

Public hearing opened at 6:38 p.m.

Martin Prado, Old Hickory Sheds Territory Manager, said he has been working on the project for a while and communicating with the ownership. He explained Old Hickory Sheds offers a rent-to-own, no credit check program, which customers appreciate. They have also added new products such as animal shelters. The business was established in 1997 and they have been focusing on locations in Northern Reno Nevada and California.

Commissioner Jambois asked if the Historic Uptown Susanville Association gave any input.

Prado responded no.

Commissioner Jambois asked if the Commission could be assured that it will be a presentable project?

Prado said since he has taken over ownership, they have taken an approach like a new car dealership where the cars on display are always clean and shiny. He said the sheds will be set up with the doors facing out, the facilities will be swept out every day, price sheets will be available and the buildings will be level.

Randall Stein, the dealer operating the business, also spoke in favor of the project.

Commissioner Jambois said he was happy to see something go into the space and as long as it's kept neat and clean, they will be a welcome neighbor.

Public Hearing closed at 6:50 p.m.

Motion made by Commissioner Dowdy, second by Commissioner Foster to approve resolution 19-1069. Motion carried. Ayes: Dowdy, Foster and Jambois. Absent: Westbrook and Robinette

Non Public Hearing Items: None

Correspondence: Mr. Hanner told the Commission there would be a Commission meeting on May 28, with at least one item on the agenda.

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County referrals: None

Commission Items: None

Adjournment:

Motion by Commissioner Foster, second by Commissioner Dowdy to adjourn meeting at 6:54 p.m.

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Signed, Commissioner Wayne Jambois

Respectfully submitted by,

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Ruth McElrath, Recording Secretary

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Gwenna MacDonald, City Clerk

Approved On:

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Susanville Planning Commission Minutes  
Regular Adjourned Meeting  
May 28, 2019

Call to order at 6:30 p.m.

**Roll Call of Commissioners Present:** Commissioner Westbrook, Commissioner Foster, Commissioner Dowdy, Commissioner Jambois. Absent: Chair Linda Robinette.

**City staff present:** Marlin Johnson, City Planner, Ruth McElrath, Building Permit Technician, and Anthony Hanner, Building Official.

**Approval of the Agenda:** Commissioner Jambois asked if the matters on the agenda that were being considered as non-public hearing items shouldn't be considered as public hearing items.

Mr. Johnson replied he had put a lot of thought and consideration to determine a use permit is not required. He further explained that the project is zoned in a C-M District and it clearly fits within uses permitted in buildings He said he would provide copies to the Commissioners regarding his thought process for the project.

**Consider appointment of Vice Chair:** Motion by Commissioner Foster, second by Commissioner Dowdy to appoint Wayne Jambois as Vice Chair. Motion carries. Ayes: Foster, Dowdy and Westbrook. Abstain: Jambois; Absent: Robinette.

**Approval of Minutes:** Motion by Commissioner Foster, second by Commissioner Dowdy to approve the minutes from the March 26, 2019 meeting. Motion carries. Ayes: Foster, Dowdy, Westbrook and Jambois. Absent: Robinette.

**Non-public hearing items**

**Consider approval of Resolution 19-1070 approving a Tentative Parcel Map on property located at the Northwest corner of Johnstonville Road and Bella Way. A.P.N. 116-050-61**  
Mr. Johnson explained that the matter before the Commission was a Tentative Parcel Map application for the division of 5.5 acres into two parcels of 4.2 and 1.3 acres on a parcel known as Assessor's Parcel Number 116-050-61 located at the northwest corner of Johnstonville Rd and Bella Way.

Mr. Johnson stated the project is exempt from CEQA and the map is consistent with the General Plan and the Zoning Ordinance. Mr. Johnson also provided an overview of frontage improvements and standard conditions.

Commissioner Dowdy asked if they addressed frontage sidewalks.

Mr. Johnson responded yes.

Vice Chair Jambois asked about any requirements for noticing the neighbors about the project.

Mr. Johnson explained that he determined he alone could approve a Tentative Parcel Map. However, he took the stance that he would bring the matter to the Commission if there was

another item attached with it, as was this case because the next item was an Architectural and Site Plan Review for the same project.

Vice Chair Jambois said this is a small community and people will learn about these types of projects and he would like everything done on a consistent basis.

Mr. Johnson responded that he could go ahead and act on certain matters and then report to the Commission.

There was further discussion regarding a letter from the Veterans Affairs and how they knew about the project.

Mr. Johnson explained it was a very aggressive outreach by City staff.

Motion by Commissioner Foster, second by Commissioner Westbrook to approve Resolution 19-070. Motion carries. Ayes: Foster, Westbrook, Dowdy and Jambois. Absent: Robinette.

**2. Consider Architectural Design and Site Plan review to allow construction of a retail store in a C-M Zone with an indoor shooting range on property located at the Northwest corner of Johnstonville Rd and Bella Way and approval of Resolution 19-1071. A.P.N. 116-050-61**

The proposed project is to build an 18,000 square foot facility on Bella Way for a retail store with an indoor shooting range and training facility on an existing vacant parcel in a C-M (Commercial-Light Industrial) zoning district.

Mr. Johnson said the project was determined to be categorically exempt per CEQA guidelines, Section 15322 In-Fill Development Project.

He noted that the City Public Works Department had provided extensive comments and the Fire Department had its standards.

Due to the neighboring Veterans Affairs Clinic, Mr. Johnson told the Commission that staff reached out to the Department of Veterans Affairs for comments regarding concerns about potential negative impact noise associated with gunshots. Staff received a letter dated May 3, 2019 from the Department of Veterans Affairs expressing concerns, but Mr. Johnson noted the only reason staff received comment was by actively pursuing them.

Regarding the noise decibel level, Mr. Johnson explained he researched the City code and contacted Action Target and the City of Redding, as it has an indoor shooting range. While there is no clarity for noise standards in the City Code, Mr. Johnson said a maximum 70 decibel level at the clinic property line and recommending more than a minimal setback for the gun range structure from Bella Way was sufficient.

He provided an overview of the Site Design.

Commissioner Foster asked if the project needed to be certified by the Police Chief.

Mr. Johnson responded he had contacted the Police Chief because there is boiler plate language that law enforcement is OK with permitting shooting within City limits.

Commissioner Foster questioned the Air Quality Control within the building.

Mr. Hanner stepped into the conversation as he explained he helped build the shooting range in Redding. He explained the lead hazard is from the primer and not the bullets themselves.

There was further discussion regarding the design of the shooting range to keep the noise level down.

Mr. Hanner said there are standards through the State and it will all have to go through the Building Permit process.

Commissioner Jambois stated he didn't envision the noise level being a problem. He asked if the other neighbors, including the nearby Post Office, had been contacted.

Mr. Johnson responded he hadn't reached out to them, partly because there is another lot between them. He continued that he spoke with an individual who has experience building these types of projects and it was believed the noise standard is approved administratively. If any complaints were received, however, there are options for acoustic treatments. He continued staff did a lot of research to ensure the potential impact fits the concept of why we are here.

Jeff Morrish, NST Engineering, agreed that the Chief of Police should review the plans. He also added that he agreed with the Conditions of approval, but one concern is the Fire Department's requirement for a turn-around as it could be an expensive proposition. He asked if there might be other considerations such as an emergency access road.

Commissioner Foster asked if it had to be a complete turn-around.

Mr. Morrish said they would have to talk with the Fire Department.

Mr. Johnson stated he agreed with Mr. Morrish's statements, but he didn't want to override the Fire Chief. He suggested amending #3 of the Resolution to state that the turn-around be designed to the satisfaction and input from the Fire Department, City staff and project proponent.

Motion by Commissioner Dowdy, second by Commissioner Foster to approve Resolution 19-1071 with the change to #3.

**Adjournment:**

Motion by Commissioner Foster, Second made by Commissioner Westbrook to adjourn the meeting; motion carried unanimously. **Ayes:** Jambois, Dowdy, Foster, and Westbrook. Absent: Robinette

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Signed, Vice Chair Wayne Jambois

Respectfully submitted by,

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Ruth McElrath, Recording Secretary

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Gwenna MacDonald, City Clerk

Approved On:

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Susanville Planning Commission Minutes  
Regular Adjourned Meeting  
September 24, 2019

Call to order at 6:35 p.m.

**Roll Call of Commissioners Present:** Commissioner Westbrook, Commissioner Dowdy and Chairperson Linda Robinette. Absent: Commissioner Wayne Jambois and Commissioner Dan Foster.

**City staff present:** Marlin Johnson, City Planner and Ruth McElrath, Building Permit Technician.

**Approval of the Agenda:** Motion by Commissioner Dowdy, second by Commissioner Westbrook to approve the agenda. Motion carried. Ayes: Dowdy, Westbrook and Robinette. Absent: Jambois and Foster.

**Business from the floor:** None.

**Approval of Minutes for June 25 and July 9:** Motion by Commissioner Westbrook, second by Commissioner Dowdy to approve the June 25 minutes. Motion carried: Dowdy, Westbrook and Robinette. Absent: Jambois and Foster.

Motion by Commissioner Dowdy, second by Commissioner Westbrook to approve the July 9 minutes. Motion carried. Ayes: Dowdy, Westbrook and Robinette. Absent: Jambois and Foster

**Public hearing items:**

1. Consider approval of Resolution 19-1079 approval of the General plan amendment to the land use map.
2. Consider approval of Resolution 19-1080 recommending approval of zone change RZ-19-003, Filed by Jason Colbert.
3. Consider approval of Resolution 19-1081 approving the tentative subdivision map application for Maurino Manor Unit No. 4 on A.P.N. 116-510-47 & 116-510-55 including the adopted mitigated negative declaration with De minimis findings as the environmental document for said project file number (TSM19-001).

City Planner Marlin Johnson reported that he regretted that due to an administrative error the public hearings could not be held.

He continued that there would not be enough time to advertise the items for the regularly scheduled October 8 meeting. He explained that a special Planning Commission meeting would be held on October 15 for consideration of the marijuana ordinance. The Commission's next regularly scheduled meeting would be on October 22.

Chair Robinette stated she would not be at the October 15 meeting and she would like to participate in the marijuana discussion.

There was general discussion about the future Commission meetings and advertising timelines.

Chair Robinette stated that the public hearings before the Commission were big items.

Mr. Johnson said they were both good items and to the best of his knowledge, there are no objections, but there is a possibility that due to the noticing errors, there may be objections they did not receive.

There was general discussion regarding the upcoming marijuana ordinance and that it could create a lengthy meeting if all the items were placed on the October 15 special meeting agenda.

Chair Robinette stated that in her opinion, there were two applicants and their items needed to be heard so they could start the permitting process. The items were big projects and the applicants went through the process, paid a lot of money and they needed to be the priority.

There was further discussion regarding the timeline process and if anything could be done to expedite the items with the advertising and noticing timelines.

Mr. Johnson recommended that the public hearing items be continued to the next possible meeting whether October 8 or October 15 and all property owners within the required radius be notified of the correct meeting time and date.

Commissioner Dowdy made a motion to continue the public hearing to the next possible meeting and all property owners in the required radius be notified, second by Commissioner Westbrook. Motion carried. Ayes: Dowdy, Westbrook and Robinette. Absent: Foster and Jambois.

**Non-Public Hearing Items:** None.

**Correspondence:** None.

**City Attorney Report:** None.

**County Referrals:** None.

**Commission Items:**

**Adjournment:** Motion to adjourn at 7:05 p.m. by Commissioner Westbrook, second by Commissioner Dowdy. Motion carried. Ayes: Westbrook, Dowdy and Robinette. Absent: Westbrook, Dowdy and Robinette.

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Signed, Chairperson Linda Robinette

Respectfully submitted by,

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Ruth McElrath, Building Permit Technician

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Gwenna MacDonald, City Clerk

Approved On:

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Susanville Planning Commission Minutes  
Regular Adjourned Meeting  
January 28, 2020

Call to order at 6:32 p.m.

**Roll Call of Commissioners Present:** Commissioner Westbrook, Commissioner Dowdy, Commissioner Foster, Commissioner Jambois, Chairperson Robinette. Absent: None.

**City staff present:** Kelly Mumper, City Planner and Ruth McElrath, Building Permit Technician.

**Approval of the Agenda:** Motion by Commissioner Dowdy, second by Commissioner Jambois to approve the agenda. Motion carried. Ayes: Dowdy, Jambois, Westbrook, Foster and Robinette.

**Business from the floor:** None

**Approval of Minutes:** Motion by Commissioner Westbrook, second by Commissioner Dowdy to approve the September 24, 2019 minutes with noted corrections. Motion carried. Ayes: Westbrook, Dowdy, and Robinette. Abstain: Foster and Jambois.

Motion by Commissioner Jambois, second by Commissioner Foster to approve the October 15, 2019 special meeting minutes. Motion carried. Ayes: Jambois, Foster, Westbrook and Dowdy. Abstain: Robinette.

Motion by Commissioner Foster, second by Commissioner Jambois to approve the October 22, 2019 minutes. Motion carried. Foster, Jambois, Westbrook and Robinette. Abstain: Dowdy.

**Public hearing items:**

1. Consider approval of Resolution 20-1083 approving a Variance for applicants Larry and Gentry Standiford to reduce the interior side setbacks to 3', eliminate the requirements for 10' setbacks for homes or structures for the planned development Quail Hollow, bordering Paiute Lane, and reduce the rear yard setback requirement to 6'. A.P.N. 101-170-10, 11, 12.

Mr. Mumper distributed a letter from the applicant and then explained the applicant is requesting a variance regarding the setback requirements that were previously approved for a new subdivision. The setbacks, adopted by Resolution No. 08-910 required 5' setbacks for the interior side, 10' setbacks for the exterior (street side) and 8' setbacks for the rear yards.

The applicant would like a variance to reduce the interior side setbacks to 3', eliminate the requirements for 10' setbacks for homes or structures bordering Paiute Lane and reduce the rear yard setback requirement to 6'.

The project is exempt per California Environmental Quality Act (CEQA) section 15305, which states that variances for side and setbacks not resulting in the creation of new parcels may be exempt from further environmental review.

The project went through the environmental review process and a document was adopted when the project was first applied for. Due to the minor nature of the variance request, no further review because the project was not significantly altered.

The application was circulated, and the Fire Department was the only one who provided comment that a 10' separation must be maintained between the structures. Mr. Mumper continued that the variance request is in line with the City code.

Commissioner Jambois asked what the purpose of the request was. He stated he was on the Commission when the project was approved in 2008 and it was enthusiastically received.

Mr. Mumper responded that the final map has been recorded and the project is set to go. The variance is a special request because they needed a way to amend what was adopted on the Resolution and this is the avenue to do so.

Public comment opened at 6:46 p.m.

Gentry Standiford, applicant, explained the project was initially going to be a senior citizen community with modular homes. Due to the lot sizes, they didn't want to go with a cookie cutter type modular and when they decided to move forward with stick-built homes, they needed more accommodating outdoor space. By shifting them over two feet and providing seven feet on the side, it opens the living area and provides for a recreational patio. She continued that it is more profitable for her as a developer because it will allow for more outdoor living space to sell because there is not a big back yard as it is a planned unit development.

Chair Robinette commented that since 2008, the matter came back to the Commission about two years ago and it gave an extension. She was under the impression the project was geared for senior citizens and something was removed from the project.

Ms. Standiford responded they removed the recreational center and added a park.

She explained that it will be affordable housing and with two bedrooms, two bathrooms it would be an affordable starter house for a family or for senior citizens starting to downsize.

Public hearing closed at 6:51 p.m.

Commissioner Dowdy stated they were going to see more variance requests with the Governor signing legislation to allow for more mother-in-law homes and some variances could push homes out to the property line.

Motion by Commissioner Foster, second by Commissioner Westbrook to approve Resolution 20-1083. Motion carried: Ayes: Foster, Westbrook, Jambois, Dowdy and Robinette.

**Non-Public Hearing Items:** At the Commission's request, Mr. Mumper gave a brief overview of his professional career prior to becoming the new City Planner. He has been added to the City's Economic Development team and shared his vision for the City.

**General Correspondence:** Mr. Mumper shared an update from City Building Official Anthony Hanner regarding code enforcement. Mr. Hanner said that many code enforcement cases are opened, but oftentimes they self-abate, which means the property owner received a letter and took care of the issue.

The Commission held a general discussion regarding code enforcement and the homeless camping in various locations around Susanville.

The Commission asked that Mr. Hanner come to the next regularly scheduled meeting to further address the issue.

**City Attorney Report:** None.

**County Referrals:** None.

**Commission Items:** None.

**Adjournment:** Motion to adjourn at 7:20 p.m. by Commissioner Westbrook, second by Commissioner Jambois. Motion carried: Westbrook, Jambois, Foster, Dowdy and Robinette.

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Signed, Chair Linda Robinette

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Respectfully submitted by,

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Ruth McElrath, Building Permit Technician

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Gwenna MacDonald, City Clerk

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Approved On:

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**City of Susanville Special Planning Commission Meeting**

**September 29, 2020**

**Use Permit #20-001 Spare a Dime (Crossroads Ministries)**

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**CITY OF SUSANVILLE PLANNING COMMISSION  
STAFF FINDINGS**

APPLICANT	Spare A Dime, Inc.
OWNER	Spare A Dime, Inc.
REPRESENTATIVE	Cheri Farrell
REQUEST	To receive public, staff, and applicant progress reports/concerns for the existing temporary emergency shelter for up to 49 people, and two permanent supervisory employee bedrooms, offices, storage, and a restroom on the second floor of an existing building.
ASSESSOR'S PARCEL NO'S	105-240-07
PARCEL SIZE	6175 square feet
LOCATION	2410 Main Street
EXISTING ZONING	C-2 General Commercial Shopping Center
SURROUNDING ZONING	C-2 General Commercial Shopping Center
SURROUNDING LAND USE	Commercial on the east, west, north, and south
GENERAL PLAN DESIGNATION	General Commercial/Shopping Center
ENVIRONMENTAL DETERMINATION	Categorically Exempt pursuant to section 15303(c)

COMMENTS RECEIVED:

1. Building Department - A. Appropriate exit lighting/signs. B. Smoke detectors/fire extinguishers. C. Compliance with all fire and life safety codes.
2. Fire Department - A. Appropriate exit lighting/signs. B. Smoke detectors/fire extinguishers. C. Compliance with all fire and life safety codes.
3. Police Department – No Comments.

CORRESPONDENCE:

No correspondence or complaints have been filed or received since the inception of the new Use Permit which was approved by the City of Susanville Planning Commission (with conditions).

ANALYSIS:

The Planning Commission approved Use Permit #20-001 for Spare a Dime Inc on March 10, 2020. The adopting/approving resolution (No. 20-1084) condition number (6) states that the applicants are required to provide the Planning Commission with 6 month, 12, month, and 18 months progress report updates in regards to public health, safety, building code, fire code, and police service calls (if any).

This progress report represents the first (6-month update). The applicant will provide the Planning Commission with their progress report at this meeting. In addition, members of the public are also allowed to provide comment on the current Use Permit (during the public hearing time provided). Finally, reports from City staff members will also be provided (if necessary).

**RESOLUTION NO 20-1084**  
**A RESOLUTION BY THE SUSANVILLE PLANNING COMMISSION,**  
**APPROVING A USE PERMIT TO PERMIT EMERGENCY SHELTER FOR UP TO**  
**49 PEOPLE**  
**FILE NUMBER (UP 20-001)**

**WHEREAS**, Spare A Dime, Inc. (Crossroads Ministries), has submitted a Use Permit application to allow for an Emergency Shelter that would permit up to 49 people with nightly sleeping accommodations in an existing commercial building in a "C-2" General Commercial/Shopping Center zoning district); and

**WHEREAS**, the City of Susanville City Planner has determined that the project is exempt from the California Environmental Quality Act pursuant to section 15303(c); and

**WHEREAS**, the Susanville Planning Commission, at a public meeting held during its regular meeting of March 10, 2020, considered the written and verbal comments presented concerning the proposed project.

**NOW, THEREFORE, BE IT RESOLVED** the City of Susanville Planning Commission hereby approves Use Permit 20-001 filed by Spare a Dime Inc. (Crossroads Ministries), to permit up to 49 people for emergency sheltering at 2410 Main Street based on the following findings of facts:

- A. That the proposed request is consistent with the C-2 zoning for the property and is consistent with the General Plan.
- B. That the establishment, maintenance, or operation of the subject use, building or facilities applied for will not, under the circumstances of the particular case, will be detrimental to the health, safety, morals or 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 and improvements in the neighborhood or the general welfare of the city.
- C. Comments from Fire, Public Works and Building note no concern if compliance with the Building and Fire codes are maintained.

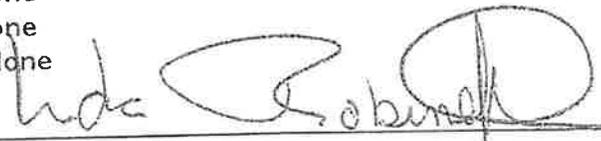
**BE IT FURTHER RESOLVED**, the Planning Commission hereby approves Use Permit application No. 20-001 filed by Spare a Dime Inc. (Crossroads Ministries), to permit up to 49 people for emergency sheltering at 2410-Main Street subject to the terms, agreements and conditions as follows:

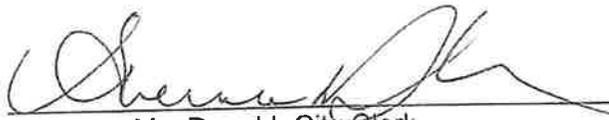
- 1) Modifications to the project as approved will require an application for a new Use Permit.
- 2) The applicant shall provide any easements necessary to allow access to water, sewer, telephone, and electric connection points. All relocation or extension of utilities caused by the project shall be at the expense of the developer.
- 3) All new and relocated utility lines shall be placed underground.

- 4) For the purposes of assuring compliance, the applicants, 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.
- 5) This permit is granted for the listed uses which are to be located as shown on the approved site plan labeled Exhibit "A". Minor modifications may be approved by the City Planner. Any substantial revisions will either require an amendment to this permit or a new Use Permit.
- 6) The applicants will be required to provide the Planning Commission with a progress report at regularly scheduled Planning Commission meetings after 6 months, 12 months, and 18 months, to discuss how the new Use Permit is working in regards to public health, safety, building code, fire code, police service calls (if any).
- 7) At the 24-month milestone, this Use Permit shall expire unless the applicants submit a proposal for amendment, ask the planning commission for an extension (which shall be for one year), or apply for a new Use Permit.
- 8) Applicable City of Susanville and Lassen County Departments will be allowed to provide comments at said milestone meetings.
- 9) The total occupancy for the sleeping areas on the ground and second floor shall not be more than 49 combined, this includes the supervisory sleeping areas for employees and transitional housing patrons who reside on the second floor.
- 10) The annual unsheltered persons count "Point in Time Count" shall be the threshold for the allowed emergency shelter occupancy for the Use Permit which shall never exceed 39 people.

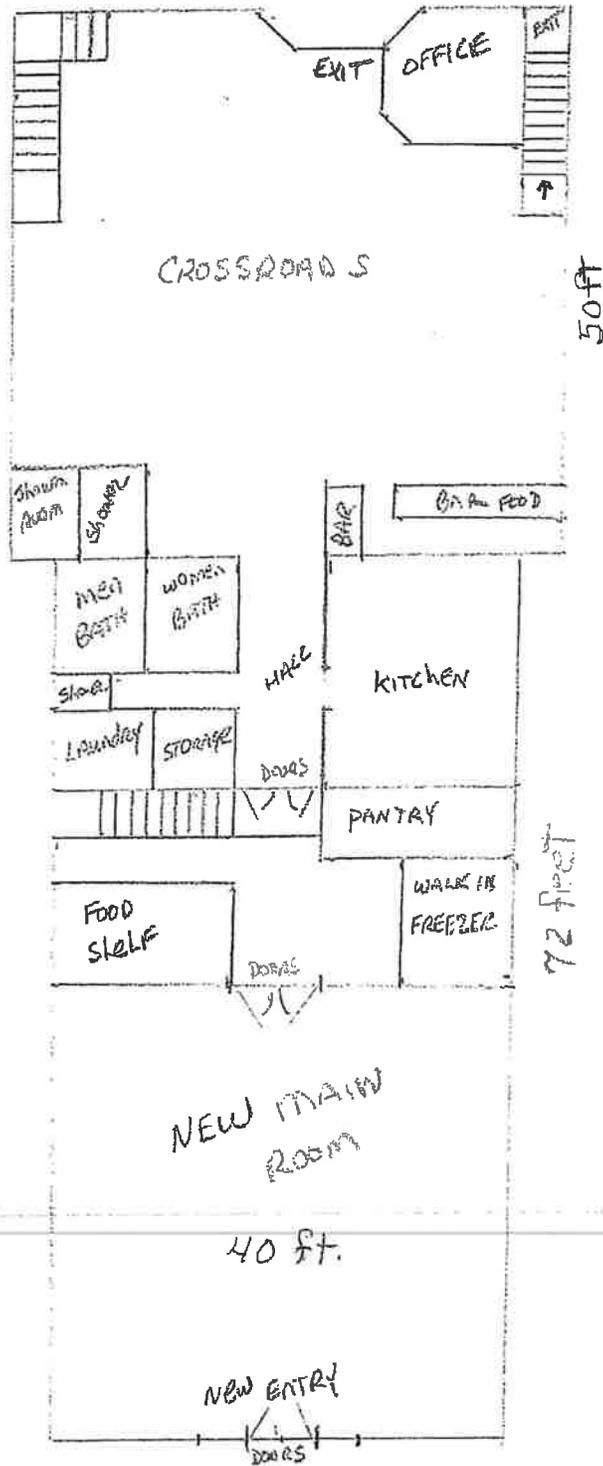
The foregoing Resolution No. 20-1084 was adopted at a regular meeting of the Planning Commission of the City of Susanville, held on the 10th day of March 2020 by the following vote:

AYES: Jambois, Foster, Westbrook, Dowdy and Robinette  
 NOES: None  
 ABSENT: None  
 ABSTAIN: None

APPROVED:   
 Linda Robinette, Chairperson  
 Planning Commission  
 City of Susanville, State of California

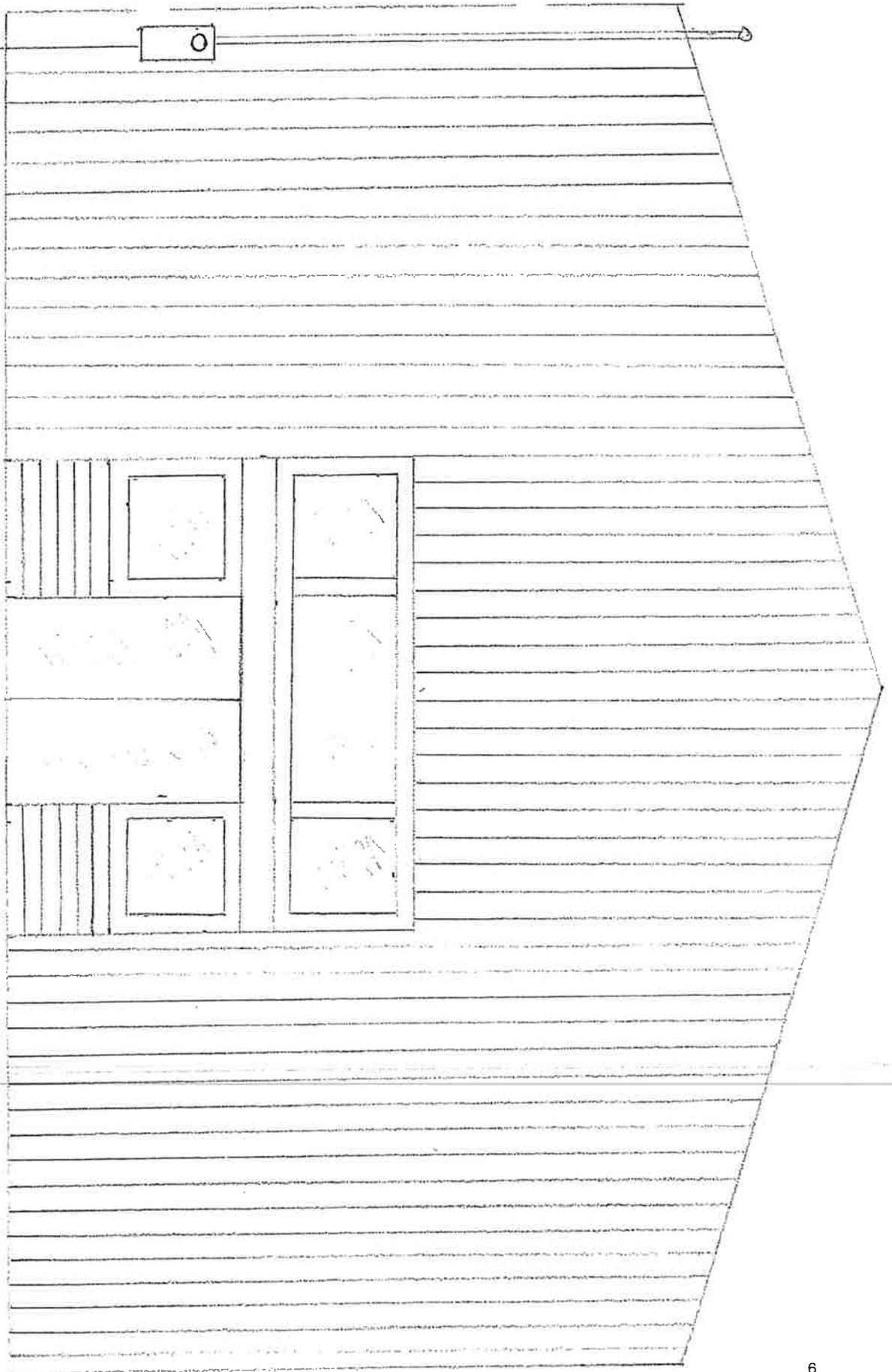
ATTEST:   
 Gwenna MacDonald, City Clerk  
 Secretary to the Planning Commission

MAIN STREET



ALLEY

CROSSROADS FROM BACK ALLEY





# PLANNING APPLICATION

TYPE OR PRINT CLEARLY

Applicant <b>Spare-A-Dime</b>	Street Address <b>2410 main st</b>	City <b>Susanville</b>	Zip Code <b>96130</b>	Day Phone <b>(530) 257-0701</b>
Representative (if any) <b>Cheri Farrell</b>	Street Address <b>2410 main st</b>	City <b>Susanville</b>	Zip Code <b>96130</b>	Day Phone <b>(530) 251-7072</b>
Property Owner <b>Spare-A-Dime</b>	Street Address <b>2410 main st</b>	City <b>Susanville</b>	Zip Code <b>96130</b>	Day Phone <b>(530) 251-0701</b>
Applicant Email		Representative Email		
Correspondence to be sent to: <input type="checkbox"/> Applicant <input type="checkbox"/> Representative <input type="checkbox"/> Owner				

Project Address <b>2410 main st -</b>			Assessor's Parcel No. <b>APN # 105-240-017</b>
Existing Land Use <b>Commercial</b>	Site Acreage <b>6.75</b> <input type="checkbox"/>	Zoning <b>C-1</b>	General Plan
Description of proposed project (attach sheets if necessary) <b>Temporary Emergency shelter with a person capacity Remodel of metal bldg. Existing Permit up-92-07 Addendum/Additional</b>			

Applicant/Representative: I have reviewed this application and the attached material. The provided information is accurate. Signed <b>Cheri Farrell</b> Date <b>2-19-20</b>	Property Owner/Authorized Agent: I have read this application and consent to its filing. Signed _____ Date _____
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TYPE OF APPLICATION	<input type="checkbox"/> Abandonment <input type="checkbox"/> Administrative Permit <input type="checkbox"/> Architectural & Site Plan Review <input type="checkbox"/> Amendment/Appeal <input type="checkbox"/> Design Review <input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Home Occupation Permit <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Other _____ <input type="checkbox"/> Parcel Map <input type="checkbox"/> Planned Development District <input type="checkbox"/> Rezoning	<input type="checkbox"/> Specific Plan <input type="checkbox"/> Subdivision <input checked="" type="checkbox"/> Use Permit <input type="checkbox"/> Time Extension: Expiration Date _____ <input type="checkbox"/> Zone Variance
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REQUIRED SUPPLEMENTAL INFORMATION	<input checked="" type="checkbox"/> Reproducible Site Plan; Use Permit, Administrative Permit, Site Plan Review, Variance <input type="checkbox"/> Building Elevations: Use Permit, Site Plan Review, Planned Development <input type="checkbox"/> Floor Plans: Planned Development, Use Permit <input type="checkbox"/> Reproducible Tentative Subdivision Map (copies) <input type="checkbox"/> Preliminary Title Report: Subdivision, Lot Split, Abandonment <input type="checkbox"/> Subdivision Data Sheet: Subdivision, Planned Development	<input type="checkbox"/> Letters from Utility Companies: Abandonment <input type="checkbox"/> Letter of Justification: Variance <input type="checkbox"/> Home Occupation Permit Affidavit <input type="checkbox"/> Legal Description: Lot Line Adjustment; Abandonment <input type="checkbox"/> CC & R's <input type="checkbox"/> Other _____
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FOR OFFICE USE ONLY	Application Number(s) <b>UP # 20-001</b>	Received By <b>Kelly Mumper</b>	Date Application Received <b>2/19/2020</b>
	Date Application Certified Complete <b>2/20/2020</b>	Staff Assigned <b>Kelly Mumper</b>	Redevelopment Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Fees Received/Receipt No. <b>005314</b>	NOTES TO FILE	
	Environmental Determination <input checked="" type="checkbox"/> Categorically Exempt <input type="checkbox"/> Negative Declaration <input type="checkbox"/> EIR Required		



**CITY OF SUSANVILLE  
PLANNING DIVISION  
PROJECT & ENVIRONMENTAL  
QUESTIONNAIRE – Short Form**

This document will assist the Planning Divisions evaluation of the proposed project and its potential environmental impacts. Complete and accurate information will facilitate the City’s environmental assessment of the project and will minimize future requests for additional information. Please contact the Planning Division at 66 N. Lassen Street, Susanville, CA 96130-3904, Phone: (530) 252-5117, Fax: (530) 257-4725, if you have any questions regarding this document, environmental review or your project. *Please attach additional sheets and/or information as necessary.*

**I. GENERAL INFORMATION**

**A. Describe the proposed project. Provide as much detail as possible:** \_\_\_\_\_

Remodel of metal building - making Crossroads  
entrance off main street into back parking  
area:

Remodel metal building for temporary emergency  
shelter

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Applicant's Name:** Cheri Farrell for Crossroads Ministries

Mailing Address: 2410 Main St - Susanville, Ca 96130

Telephone: Business (530) 251-0701 Home (530) 251-7072

Fax (530) 251-5437 E-Mail crossroads022@gmail.com

What is the best way to contact you? phone - 251-7072

**C. If the Applicant is not the Owner of the Property, has the owner's permission been secured?**  
\_\_\_\_\_

**II. PROJECT SITE INFORMATION:**

**A. Physical Characteristics:**

1. Address or Location: 2410 main st - Susanville, Ca
2. Assessor's Parcel Number (if known): APN# 105-240-07

**B. Zoning Information: (If known)**

1. Zoning District(s): C-1
2. General Plan Land Use Designation: Church

**C. Adjacent Zoning and Existing Land Uses Within 300 Feet of the Project site: (If known)**

	Zoning	Existing Land Use
North	Commercial	mobile home
South	Residential	vacant lots
East	Commercial	Unused
West	Commercial	Kurt's Works

**D. Environmental Settings:**

1. Describe the project site's existing topography, soil stability, plant and animal life, scenic vistas, cultural, historical or archaeological resources, proximity to bodies of water or any other outstanding site characteristics and explain how they will be disturbed (if any) as a result of this project: \_\_\_\_\_

2 story rock building with attached metal building. Entire lot covered in building, excluding 12.5 easement.

2. Is the project site within either of the following (mark if known)?

Floodway       100-year floodplain       500-year floodplain

**III. PROJECT INFORMATION:**

**A. RESIDENTIAL PROJECTS:**

1. Type of residential project: \_\_\_\_\_
2. Total number of lots: \_\_\_\_\_ Total number of dwelling units: \_\_\_\_\_
3. Total acreage: \_\_\_\_\_ Total dwelling units per acre: \_\_\_\_\_
4. Total Number of Off Street Parking Spaces Provided: \_\_\_\_\_
5. Estimated date to begin construction or open business: \_\_\_\_\_

**B. NON-RESIDENTIAL PROJECTS:**

1. Type of Uses (s): Social Services - daily Feeding
2. Days and Hours of Operation: mon-sat - 7-3
3. Total Number of Employees: 4
4. Square footage of use (if known) \_\_\_\_\_
5. Estimated Total Number of Visitors/Customers on site at any one time: 80 - most
6. Total Number of Off Street Parking Spaces Provided: \_\_\_\_\_
7. Estimated date to begin construction or open business: \_\_\_\_\_

**V. ATTESTATION:**

As applicant/agent for this proposal, I hereby state that, to the best of my knowledge, the above answers and statements are true and complete.

*Cheri Farrell*  
Signature of Applicant/Agent

2-19-20  
Date

Cheri Farrell, Exec. Director  
Print Name and title of Applicant/Agent

**City of Susanville  
Planning Division  
66 North Lassen Street  
Susanville, CA 96130-3904  
Fax: (530) 257-4725**

**Contacts:**  
Kelly Mumper, City Planner  
Phone: (530) 252-5104  
e-mail: kmumper@cityofsusanville.org