



**PLANNING COMMISSION AGENDA**  
**City Council Chambers**  
**66 North Lassen Street, Susanville, CA 96130**  
**Phone (530) 252-5117 Fax (530)257-4725**

**Tuesday January 12, 2016 – 6:30 P.M.**

**CALL TO ORDER / ROLL CALL**

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES:**

November 24, 2015

December 15, 2015

**PUBLIC HEARING ITEMS:**

1. TENTATIVE PARCEL MAP PM15-016 TO DIVIDE A 2.97 ACRE SINGLE PARCEL DEVELOPED WITH A MOTEL AND RESTAURANT INTO TWO PARCELS. PROPOSED PARCEL A IS 2.52 ACRES AND WILL HAVE THE MOTEL ON IT. PROPOSED PARCEL B IS 0.45 ACRES AND WILL HAVE THE RESTAURANT ON IT. APN 105-320-19
2. GENERAL PLAN 15-008 FOR THE CITY'S HOUSING ELEMENT 2014-2019 TO ADOPT A MITIGATED NEGATIVE DECLARATION FOR THE ADOPTION OF THE 2014 - 2019 HOUSING ELEMENT AND UPDATED SAFETY ELEMENT OF THE GENERAL PLAN TO RECOMMEND TO CITY COUNCIL

**NON-PUBLIC HEARING ITEMS:** None

**CORRESPONDENCE:** None

**CITY ATTORNEY REPORT:** None

**COUNTY REFERRALS:** None

**COMMISSION ITEMS:** None

**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**

CHAIRPERSON ~ Alan Dowdy ~ VICE-CHAIR Dan Foster  
COMMISSIONERS ~ Linda Robinette, Vicki Lozano, Wayne Jambois

**CITY OF SUSANVILLE PLANNING COMMISSION  
STAFF REPORT  
January 12, 2016 Meeting**

<b>City File Number</b>	Tentative Parcel Map # PM 15-016		
<b>Applicant / Representative</b>	Saria Management LLC/NST Engineering		
<b>Property Owner</b>	Saria Management LLC		
<b>Location:</b>	2785 and 2795 Main Street.		
<b>Request:</b>	To divide a single parcel developed with a motel and restaurant into two parcels. Proposed parcel A is 2.52 acres and will have the motel on it. Proposed parcel B is 0.45 acres and will have the restaurant on it.		
<b>Property Size:</b>	2.97 acres		
<b>Assessor's Parcel No.</b>	105-320-19		
<b>Zoning:</b>	C-2		
<b>General Plan Designation:</b>	General Commercial and Shopping Center		
<b>Surrounding Zoning and Land Use</b>		<b>ZONING</b>	<b>LAND USE</b>
	North	C-2	Vacant
	South	C-2	Commercial, gas station/car wash
	East	C-2	Commercial, Walgreens
	West	C-2	Motel, vacant lot
<b>Applicable Regulations</b>	Zoning Ordinance 17.36, Subdivision Ord. Section 16.16, California Subdivision Map Act		
<b>Environmental Determination</b>	Categorically Exempt, Section 15315, Class 15		

**COMMENTS:**

See attached email from City Engineer.

**PROJECT DESCRIPTION:**

The applicant is proposing to divide an existing 2.97 acre parcel into two parcels of 2.52 acres and 0.45 acres. The property is currently developed with motel and restaurant. The resulting parcels will have the motel on the larger parcel and the restaurant on the smaller parcel. The property is in a C-2 zoning district and is located on Main Street. The larger parcel will wrap around the smaller parcel and will have two sections of frontage on Main Street. Each of these frontages currently have improved access points on Main Street which are also proposed to serve as access to the smaller parcel by means of an access easement, as the smaller parcel will have no direct access to Main Street.

**ANALYSIS:**

The purpose of the proposed map is to place the motel and restaurant on separate parcels to enable different ownership of the parcels. Both parcels meet the minimum 10,000 square foot lot size and 65-foot minimum lot width for parcels in the C-2 zoning district. No setback issues will be created by the proposed lot line configuration however the proposed lot lines will cut through existing parking spaces.

Access and Circulation: Parcel A, the larger parcel has two existing driveway approaches on Main Street which allows for a circular traffic pattern through the parcel. The smaller parcel, though having frontage on Main Street, will not have its own access. As a result, the proposed configuration will require the execution of reciprocal parking and access easement which will bind on both parcels.

Street Improvements: There are full frontage improvements along the entire frontage of the parcel. However, the existing driveway approach improvements do not meet current ADA standards due to excessive cross slope within the driveway. City code section 16.16.120, included below, requires the installation of driveway improvements to all city specifications when a parcel map is approved.

**16.16.120 Street openings to be paved, etc., by owner.**

In any division of lands under this chapter, where a street opening is required, the planning commission shall, as a condition of approval of the tentative map, require that the owner of such lands construct, and pave, such street and install therein sidewalks, curbs and gutters, all to city specifications.

Based on this code section a condition will be required for the tentative map to update the driveway approaches to meet ADA standards and dedicate additional right of way to accommodate the improvements if necessary,

Water Quality & Drainage: Not applicable - no changes proposed at this time.

Utilities: No change, all utilities exist to the site: Susanville Sanitary District for sewer, City of Susanville for water, City of Susanville for natural gas, Lassen Municipal Utility District for electricity. However, drainage improvements and water and sewer lines which serve parcel A run through parcel B. Easements shall be required to ensure Parcel B's access to their utility infrastructure.

CEQA: The project is categorically exempt from CEQA under section 15061 as the activity is covered by the general rule that CEQA applies only to projects which have the potential to cause a significant effect on the environment. As both parcels are developed and no physical changes to the site will occur this exemption is applicable.

**RECOMMENDATION:** Adoption of Resolution No. 16-1034, approving the tentative parcel map for Saria Management LLC and approving Tentative Parcel Map 15-016 in a C-2 zoning district with the conditions listed in the resolution.

**ATTACHMENTS:**

Email from City Engineer  
Resolution No. 16-1034  
Tentative Parcel Map

**CITY OF SUSANVILLE PLANNING COMMISSION  
STAFF REPORT  
January 12, 2016**

<b>FILE NUMBER</b>	General Plan Amendment # G 15-008		
<b>APPLICANT</b>	City of Susanville		
<b>OWNER</b>	N/A		
<b>REQUEST</b>	A General Plan Amendment updating the City's Housing Element for the period of 2014-2019 and an update of the Safety Element to consider and include information that is required to be in the element by State statute.		
<b>ASSESSOR'S PARCEL NO.</b>	City-wide		
<b>PARCEL SIZE</b>	City-wide		
<b>LOCATION</b>	City-wide		
<b>EXISTING ZONING</b>	N/A		
<b>SURROUNDING ZONING AND LAND USE</b>	<b>ZONING</b>		<b>LAND USE</b>
	<b>North</b>	N/A	N/A
	<b>South</b>	N/A	N/A
	<b>East</b>	N/A	N/A
	<b>West</b>	N/A	N/A
<b>GENERAL PLAN DESIGNATION</b>	All General Plan Designations		
<b>ENVIRONMENTAL DETERMINATION</b>	CEQA Negative Declaration		

**COMMENTS RECEIVED:**

None.

**PROPOSAL:** The project is an amendment to the City's General Plan to update the Housing Element for the time period of 2014 to 2019 and update the Safety Element which has not been updated since its adoption in 1990. It's the role of the Planning Commission to review these documents and make recommendations to the City Council on their content and subsequent adoption. The process requires that the Planning Commission hold at least 1 public hearing on the documents to allow residents the opportunity to weigh-in on the information presented. In addition to this public hearing

the Planning Commission held a publicly noticed workshop on the documents on December 15, 2015.

The Draft Housing Element has been sent to the State Department of Housing and Community Development which initiates a 60 day review period.

## **ANALYSIS:**

### **Housing Element**

State law recognizes the vital role local governments play in the supply and affordability of housing. Each governing body (City Council or Board of Supervisors) of a local government in California is required to adopt a comprehensive, long-term general plan for the physical development of the city, city and county, or county. The housing element is one of the seven mandated elements of the local general plan. Housing element law, enacted in 1969, mandates that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. The law acknowledges that, in order for the private market to adequately address housing needs and demand, local governments must adopt land use plans and regulatory systems which provide opportunities for, and do not unduly constrain, housing development. As a result, housing policy in the State rests largely upon the effective implementation of local general plans and, in particular, local housing elements.

In accordance with the Department of Housing and Community Development (HCD) and the California Government Code requirements, the City of Susanville was required to update its Housing Element by June 30, 2014. The Housing Element is one of the seven mandatory elements of the General Plan and has been updated in accordance with State Housing and Community Development guidelines and through the policies, procedures, and action plans therein, the Housing Element provides a plan for maintaining and providing housing for residents of all income levels in the City. The proposed City of Susanville Housing Element is for the planning period of 2014 to 2019.

The City began the process in June of 2014 working on updating all of the demographic and data in the document and conducting housing conditions survey of approximately 440 dwelling units within the City. The purpose of this workshop is to provide opportunity for the public to participate in the preparation of the draft document. Individual notices for this meeting were sent to approximately 14 agencies and organizations that could be affected by changes to housing within Susanville. A display ad was also placed in the public notice section of the Lassen Times.

The primary function of the housing element is to assess the housing needs of the local population based on demographics which include age, family size, disability and income to ensure that the City is able to meet the housing needs of the population for the next 5 years.

Pursuant to Government Code (GC) 65584 HCD is required to develop a Regional Housing Need Allocation (RHNA) which stipulates the number of dwellings that each

jurisdiction must demonstrate they have the capacity to accommodate. Accommodate means that there is land already zoned which would allow the development of housing to meet the needs of very low income, low income, moderate income and above moderate income households. The RHNA is based on Department of Finance population projections and regional population forecasts. For this cycle of the Housing Element the RHNA numbers for the Susanville are:

<b>Regional Housing Needs Allocation (2014 to 2019)</b>		
<b>City of Susanville</b>		
<b>Income Group</b>	<b>Number</b>	<b>Percent</b>
Very Low	8	26.7
Low	4	13.3%
Moderate	6	20%
Above Moderate	12	40%
<b>Total</b>	<b>30</b>	<b>100.0%</b>

In total the Housing Element must provide data which shows that we have land zoned to accommodate the development of 30 new dwelling units through June of 2019.

In addition, the document must address the housing need for special segments of the population including the disabled, seniors, female heads of households, large families, farm workers and the homeless.

There are no substantive changes to the document from the 2009 - 2014 Housing Element which was adopted in 2013. The prior Housing Element did have a number of programs which the City implemented in 2014. These are covered in Section 4 of the document. As a result, this document has fewer programs to implement than the previous Housing Element.

In terms of demographics the most significant trend is the declining population of the city. This is shown in table 2- 6 on page 16. Between 2010 and 2014 there is no net gain in the number of dwelling units in the city. As a result of the declining population and static number of dwelling units, the average household size has declined and the vacancy rate has risen slightly.

The RHNA numbers for the 2009 – 2014 Housing Element cycle were as follows:

<b>Regional Housing Needs Allocation (2009 - 2014)</b>		
<b>City of Susanville</b>		
<b>Income Group</b>	<b>Number</b>	<b>Percent</b>
Very Low	171	24.30%
Low	111	15.70%
Moderate	129	18.30%
Above Moderate	294	41.70%
<b>Total</b>	<b>705</b>	<b>100.0%</b>

In the 2009 – 2014 Housing Element the City was required to show that there was land

available to accommodate 705 new dwelling units. Since the adoption of that document, no land has been rezoned to reduce the density and the development capacity in Susanville remains the same, therefore the City has adequate land zoned to accommodate the 2014 – 2019 RHNA number of 30 dwelling units, which the document substantiates.

## **Safety Element**

Before adopting the Housing Element the City is required by California Government Code Section 65302 (g) (2) and (3) to review and update the General Plan Safety Element to address flood and fire hazards for properties within the City. The Safety Element must identify lands subject to flooding hazards as shown on the most recently adopted FEMA flood hazard maps and lands designated as being in a Very High Fire Hazard Severity Zone (VHFHSZ) as defined by California Government Code section 51177. The revision must also consider the advice included in the Office of Planning and Research's publication of "Fire Hazard Planning, General Technical Advice Series" which discusses a variety of fire planning issues.

The draft Safety Element addresses both of these issues as required. Other changes to the Safety Element include an updated geologic map which shows faults in the area and a section on crime and crime rates in the City.

**CEQA:** The project has been reviewed under CEQA and an initial study was prepared for the project. The initial study did not identify any potentially significant impacts that would occur as a result of the adoption of the documents and a negative declaration is recommended. The initial study is attached.

**RECOMMENDATION:** Based on the current 60 day review period for the draft housing element with HCD, staff recommends that the Planning Commission continue this item for action to its February 23<sup>rd</sup> meeting.

## **ATTACHMENTS:**

1. Initial Study