<table>
<thead>
<tr>
<th>Page</th>
<th>Item</th>
<th>STANDING AGENDA ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Call to Order and Flag Salute</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Roll call</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Public Comment: Welcome to our Planning Commission meeting. The Commission invites the public to address the Commission on issues not listed on the agenda and that are within the Commission’s subject matter jurisdiction. Those wishing to address the Commission are asked to sign-in and indicate their topic of interest. The public has a right to address the Commission on any subject within the Commission’s jurisdiction; however, the Commission may limit public comment on matters that are outside of its jurisdiction. The Planning Commission may regulate the total amount of time on particular issues and for speakers (typically 3 minutes). The Commission may place additional time limits on comments, to ensure members of the public have opportunity to speak and the Commission is able to complete its work. A group may be asked to choose a spokesperson to address the Commission on a subject matter, or the Commission may limit the number of persons addressing the Commission whenever a group of persons wishes to address the Commission on the same subject matter. Speakers are asked to provide their name and address for the public record. We greatly appreciate your active participation.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Meeting Minutes a. Approval of Regular Planning Commission Meeting Minutes for September 17, 2019</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>1119 Ream Avenue Parcel Map – Public Hearing Background: An application for a Parcel Map was filed with the City of Mt. Shasta for the real property located at 1119 Ream Avenue (APN #057-621-080). The Applicant has filed a tentative parcel map to subdivide the parcel into two new parcels. The parcel map would separate the existing industrial building into two separate industrial condominiums. Commission Action: Motion to adopt Notice of Exemption and approve parcel split with conditions.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Housing Element Workshop Background: The City is in a General Plan revision which includes reviewing the housing chapter of the existing plan. This workshop will discuss current housing information and challenges. This workshop is meant to collect input from Planning Commission and the public in relation to Short-term Rentals, additional housing types, and other housing topics of interest. Commission Action: Collect public input.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Commission and Staff Comment Update on Traffic Control Measures and Transportation Planning</td>
<td></td>
</tr>
</tbody>
</table>
8. Future Agenda Items – Future items are topics brought to the Planning Commission from a public petition, city staff, Planning Commission member(s), and City Council for review and action. All dates refer to first introductions to the Planning Commission and can be altered due to time and priority level. **Items that are bolded correlate with the General Plan Revision Process**

   a. Off-Street Parking Requirements – 11/19/2019

10. Adjourn – Next meeting scheduled for Tuesday, November 19, 2019 at 6:00pm

   Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body.

   The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.

Any writings or documents provided to a majority of the Planning Commission after distribution of the meeting Agenda Packet regarding any open session item on this agenda will be made available for public inspection during normal business hours within the binder entitled “Agenda Packet for Front Counter” located at City Hall at the desk on the right-hand side inside the front door.

Projects heard at this Planning Commission meeting may be subject to appeal. Please contact the Planning Department for information. Appeals must be submitted to the City Clerk’s office together with the appeal fee. If you challenge the environmental review of the project proposal in court, you may be limited to raising only those issues raised at the public hearing or in written correspondence delivered to the Planning Department on, or prior to, closing of the public comment period.
# STANDING AGENDA ITEMS

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order and Flag Salute – Chair Findling called to order at 6:00PM</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Commissioner Pardee is absent due to a conflict of interest with action item 5 on the agenda.  

3. Public Comment: None  

4. Meeting Minutes:  
   A. Meeting Minutes for Regular Meeting July 16, 2019  
   
   COMMISSION ACTION: Motion to approve minutes with minor typo corrections  
   MOVED: Commissioner Higuera  
   SECOND: Commissioner Beck  
   AYES: Chair Findling, and Commissioners Beck, Higuera, McDowell, and Kirby  
   NAYS  
   ABSTAIN:  
   ABSENT: Commissioner Pardee  

   B. Meeting Minutes for Regular Meeting August 20, 2019  
   Request for clarification on NOE acronym which means Notice of Exemption under the California Environmental Quality Act (CEQA).  
   
   COMMISSION ACTION: Motion to approve minutes with name and typo corrections  
   MOVED: Commissioner Beck  
   SECOND: Commissioner Kirby  
   AYES: Chair Findling, and Commissioners Beck, McDowell, and Kirby  
   NAYS  
   ABSTAIN: Commissioners Saryon  
   ABSENT: Commissioner Pardee  

5. Freeze Mini Storage and Car Wash Project – Public Hearing  
   City Staff: Presentation of staff report.  
   
   Clarifying questions on project details and California Environmental Quality Act (CEQA) documentation. Question on monitoring of wastewater  
   
   Jim Freeze, Applicant: Presentation of project, discussion and answering of Planning Commission questions.
Public Hearing Opened at 7:47 PM
Francis Mangels: Discussion on biological and hydrologic report in CEQA study. Opposed to additional car wash
John Keyho: Concern for noise from the development. In favor of noise abatement options
Hilary Stewart: Neighbor opposed to the proposal. Noise and light concerns
Paul Lennon: Neighbor concerned with noise, traffic, snow storage, and landscaping.
Motion for recess at 8:00 PM
Resume Meeting at 8:08 PM
Wayne Huisman: Owner of other car wash. Discussion on difficulty to run the car wash in a profitable way. Not in favor of additional car wash.
Roslyn McCoy: Discussion on Big Lakes Project and concern over adequate waster pressure for fire.
Christina Casellic: Concerned over the loss of natural beauty near the trailhead. Not opposed to business but opposed to that location for it.
Stephen Layman: Neighborhood concerned with outdoor impacts of the development, specifically chemicals, odor, and hazardous waste storage.
Melissa Doyle: Neighbor concerned with traffic and lighting from the car wash. Believes car wash will add to the pollution of the area and the entrances of the development.
Rick Demarest: Concerned over traffic, noise, and maintenance of the roadway. Question on who polices the mitigations
Vickie Gold: Believes that the uses are not compatible and the environmental document is not adequate. Opposes the application.
Dale LaForest: Believes that the environmental study is not adequate regarding lighting, stormwater, and noise. Believes there is no adequate water pressure. Concerned about greenhouse gases and lighting.
Raven Stevens: Commenting on behalf of the Siskiyou Humane Society, concerned over traffic and sewer in the area.
Betty Kreuger: Discussion on noise and the General Plan. Concerned over noise of the car wash project.
Dan Nelson: Concern over the condition of the ground and previous development leaving Caltrans rubble. Opposes the mini-storage in the zoning.
Stan Swenson: In favor of the development and feels that all of the information is adequate. Concern over the development of Mt. Shasta and the tough processes.
Johanna Altofer: Concern about intangibles and the surrounding area. Discussion on timing of reviews. Discussion on future development and need for priorities.
Applicant: Discussion on project and address questions concerning the viability of the business, different uses for the property, and odor of the car wash not existing.
Public Hearing Closed at 9:03 PM
Beck: Discussion on property history and compatibility of the use and the surrounding area. The Car Wash is not suitable for the area. Mini-storage is more compatible. Not in favor of a noise wall. Consider a compromise of striking the car wash and keep mini-storage. Not in favor of another car wash and the impact it could have on the surrounding area.
Saryon: Attempt to balance concerns. Not feasible to keep lot empty due to zoning. There is mini-storage and car wash in C-2 but built before this area and this is a different situation. Development would impact the residences the most. Concern over the car wash portion concerning the noise, traffic, and surrounding uses. Not comfortable with approving the Car wash. Would support EIR to ensure concerns are addressed.
McDowell: Not in favor of the car wash use. Not decided on mini-storage and needs more information.
Kirby: In favor of growth and business development. Believes that the car wash does impact people. Not opposed to either development. Not necessarily in favor.
Findling: Find that the two portions of the projects are different. Feels that noise mitigations is satisfactory. Traffic impacts and cumulative impacts needs to be considered. Inclined to the deny the car wash. Concerned about grading, storage of hazardous chemicals in storage, and lighting of the mini-storage area. Wants lighting, grading, dust during construction, and more architectural information.

**COMMISSION ACTION:** Motion to request additional information from City Staff regarding grading, stormwater, additional architectural design information, lighting plan, dust control, storage of hazardous chemicals in mini-storage, and odor from car wash.

MOVED: Commissioner Beck  
SECOND: Commissioner Kirby  
AYES: Chair Findling, and Commissioners Beck, McDowell, Saryon, Higuera, and Kirby  
NAYS  
ABSTAIN:  
ABSENT: Commissioner Pardee

**COMMISSION ACTION:** Motion to deny the car wash portion of the application.

MOVED: Commissioner Higuera  
SECOND: Commissioner Saryon  
AYES: Chair Findling, and Commissioners Beck, Saryon, and Higuera  
NAYS: Commissioners McDowell and Kirby  
ABSTAIN:  
ABSENT: Commissioner Pardee

**COMMISSION ACTION:** Motion to table mini-storage portion of the application until additional information is received

MOVED: Commissioner Saryon  
SECOND: Commissioner Higuera  
AYES: Chair Findling, and Commissioners Beck, Saryon, Higuera, McDowell, and Kirby  
NAYS:  
ABSTAIN:  
ABSENT: Commissioner Pardee

**6. Commission and Staff Comments**

Higuera: Discussion and question on traffic control at Berryvale crosswalk  
City Staff: Discussion on lack of funding for traffic lights at crosswalk  
McDowell: Discussion on Alma Street Construction and Farmer’s Market conflict  
Beck: Discussion on crosswalks and pedestrian interaction with vehicles. Students crossing near Sisson. Discussion on sound and noise ordinance related to live music.  
Saryon: Question on previous ordinances passed by Commission and action by City Council
9. **Future Agenda Items** – Future items are topics brought to the Planning Commission from a public petition, city staff, Planning Commission member(s), and City Council for review and action. All dates refer to first introductions to the Planning Commission and can be altered due to time and priority level. **Items that are bolded correlate with the General Plan Revision Process**

**Announcement that the Special Meeting scheduled for September 24, 2019 is cancelled due to posting error.**

a. Off-Street Parking Requirements – 10/15/2019  
b. Roseburg Specific Plan Revision – 10/15/2019  

10. **Adjourn** – Adjourned at 10:03 PM
Agenda Item # 5

Staff Report

Meeting Date: October 15, 2019

To: Planning Commission

From: Planning Department

Subject: 1119 Ream Parcel Split and Condominium Conversion: Public Hearing

Recommended Action:

1. Open and Close the Public Hearing

2. Motion to adopt Class 1 Notice of Exemption for 1119 Ream Parcel Split.

3. Motion to approve parcel split and condo conversion application with conditions.

Project Description:

The City received an application for a parcel split and condominium (condo) conversion of the building at 1119 Ream Avenue. The proposed lot split would result in the creation of two new parcels from one existing parcel. The proposed split would follow the center of the existing interior building wall and along the existing roof ridge line.

Parcel “A” will consist of the southerly portion of the existing building and lot. Parcel “B” will include the northernly portion of the existing building and lot. The proposed building split would result in the creation of a new sewer and water connection for one of the units. The existing connection would be preserved.

Parking

The current property has unmarked parking but can fit approximately 10 vehicles at one time. There are no handicap parking spaces. The proposed tentative parcel map indicates that there will be at least one handicap parking space available to each parcel ensuring Americans with Disabilities Act (ADA) accommodations. Parcel “A” has three parking spaces available in addition to the ADA space and seven shared parking for both Parcel “A” and “B”. An easement for shared parking is proposed to ensure continued parking availability. Parcel “B” has two parking spaces in addition to the ADA space.
The proposed parking spaces could satisfy Chapter 15.44 “Off-Street Parking Requirements”. The required number of spaces is based on the use of the properties. The current gym use has a minimum parking of one space per 300 sq. ft. gross floor area, up to and including 5,000 sq. ft., then one space per 500 sq. ft. gross floor area. The gym is approximately 3,100 sq. ft. which is a minimum parking of 10 spaces, which can be met by the proposed parking arrangement. The gym use is not considered a constant use due to the scheduling of classes and personal training session; therefore, we can anticipate that all 10 spaces would not be filled for a full day.

Parcel “B” is currently vacant, but has served as an alcohol distribution warehouse, mechanical service shop (All-Trade), and storage. Most of the parking for the mechanical service shop was achieved by parking inside of the facility with 2 to 3 spaces being used outside in the shared parking area. The storage and distribution uses utilized approximately 3 parking spaces. The combined spaces for both parcels would be 13 spaces. The proposed parcel map shows 12 regular and 2 ADA parking spaces. The parcels do not show an area that could accommodate more parking. Planning Commission may apply an in-leu fee for the one parking space, issue and exemption for the final one parking space, or apply additional bike parking.

The parcels do not show bike parking spaces or stationary objects to accommodate bike parking. Section 15.44.130 requires that a stationary object shall be provided to which two adult bicycles may be attached for every 2,000 sq. ft. The proposed parcel split would trigger compliance with this section of the municipal code. A condition of approval to install a minimum of two stationary object per parcel, for a total of 4, to accommodate bike parking. The Applicant may place these objects in the shared parking area or inside the facility as long as the area is clearly designated bike parking.

Utilities

The tentative parcel map would require the purchase and construction of a separate connection for one of the new parcels. The Applicant has illustrated on Exhibit B the proposed new sewer and water connections. Parcel “B” will receive a new sewer line. Parcel “A” will receive a new water line. The Public Works Department has reviewed the tentative parcel map and new services and approves of the placement subject to minor changes. A final building permit, which would include a civil sheet, would be required prior to construction taking place to install the new sewer and water lines.

Project Location: 1119 Ream Avenue, Mt. Shasta, CA 96067
APN # 057-621-080

Surrounding Conditions & Uses:

The property is immediately surrounding by commercial and industrial uses to the north and east. The property is bordered by Union Pacific Railroad rail line on the west and southern sides of the property. The property on the other side of the rail line is vacant and zoned for Employment
Center (industrial) uses. Within 300 feet of the property are a mixture of uses; residential, commercial, and industrial.

**General Plan and Zoning Code Connection:**

The parcel has a Land Use designation of Employment Center. The Employment Center land designation is for siting businesses that provide a product or service that generally does not require onsite customer traffic. These types of businesses include manufacturers, machine shops, automobile repair, administrative offices, lumber mills, and other industrial type uses. The General Plan standards for Employment Center include no persons per acre levels since residential is not an appropriate use and a lot coverage not to exceed 75%.

The parcel has a zoning code designation of Employment Center as well. The Employment Center lot design prescribes a maximum building height for 45 feet and no required lot depth or width minimum. There are no building setbacks prescribed in the zoning code, but the buildings must comply with the Building and Fire Code. The requirements for building separation for a commercial condo conversion involves the installation of a fire wall between units that extends above the roof. The tentative parcel map is in compliance with the site development standards of the zoning code. A condition of approval has been added to ensure compliance with Fire and Building Code standards.

The zoning code prescribed the density and intensity of a given lot. The maximum intensity, which is the building footprints, shall not exceed 75 percent of the lot coverage for either lot. The proposed new parcels would have lot coverage of Parcel “A” is approximately 56% and Parcel “B” is approximately 40% coverage. Both parcels would be below the 75% lot coverage standard. There is no requirement for minimum parcel size.

**Environmental Review:**

This Project has been reviewed for compliance with the California Environmental Quality Act (CEQA). The project was found to be exempt from CEQA under a Class 1 Existing Facilities Section 15301(k). The Class 1 exemption applies to subdivision of existing commercial or industrial buildings, where no physical changes occur which are to otherwise exempt. The proposed physical changes to meet Fire and Building Code standards would not qualify as physical changes subject to CEQA.

**Public Input:**

Public notice was posted as per Government Code Sections 65090 and 65091, which require specific posting requirements and noticing to property owners within 300 feet of the proposed parcel split. The City received seven letters at the time of this staff report. The letters were concerned with a cannabis operation at the facility and offered no comments to the merit of subdividing the property.

Parcel Splits and condo conversions are related to lot development standards in the General Plan and Zoning Code. The actual, intended, or speculated use of a property is not part of the consideration of a parcel split application.
Analysis & Findings:

Chapter 17.12 of the Mt. Shasta Municipal Code is the local regulation governing lot splits with less than four lots involved. The Planning Commission shall determine whether the proposed subdivision is in conformity with the Subdivision Map Act and this title, whether the size and shape of the proposed lots are in general conformance to City requirements, and whether all the proposed lots will have proper and sufficient access to a public street.

The Subdivision Map Act is the state regulation of parcel mergers, tentative maps, and parcel divisions. The Act requires an application to be filed with the City to the designate legislative body. The City of Mt. Shasta has designated the Planning Commission as the legislative body to review parcel maps. The state requires additional information for residential condominium conversions, but this application is exempt due to the commercial nature. There are no other requirements in the state code applicable to this application review.

There are several goals, policies, and implementation measures related to siting Employment Center land uses. The proposed parcel map would not change the land use designation; therefore, there is no conflict between the proposed parcel map and the General Plan. The lot design of the proposed parcels follows the zoning code development standards. Finally, the lot does have adequate access to the public street along Ream Avenue. There has been a condition added to the approval for the City to obtain ownership of the public street which was constructed on the Applicant’s property.

Recommendation Discussion:

City Staff have conducted an environmental review under CEQA and determined that the application is a project under CEQA but is exempt through the Class 1 categorical exemption discussion in the “Environmental Review” section of this report. City Staff recommend adopting of the Class 1 Notice of Exemption for the parcel split and condo conversion.

Based on the information presented, City Staff recommend approval with the following conditions:

- The parking lot be repaved and painted to reflect the parking spaces as shown on the tentative parcel map, prior to August 1, 2020. Applicant shall submit a quote for the work and bond in the amount of the cost to repave and paint the parking lot to the City prior to January 1, 2020. The bond will be used for the proposed work if the applicant cannot meet the August 1, 2020 deadline. The bond will be released once the condition is achieved.

- All proposed easements for utilities be recorded at the time of the parcel split recording to Siskiyou County

- The Applicant deeds over the portion of the property which includes the developed City Street. The deeded portion of the property shall be noted on the final parcel map and include all necessary documentation to properly deed the City street to the City of Mt. Shasta.
The Applicant install a minimum of two stationary objects for each parcel (for a total of 4 stationary objects) to accommodate a minimum of 4 adult bicycles. The stationary objects may also be placed in the shared parking area for use of both parcels for bike parking. The stationary objects may also be mounted inside the facility in a protect area designated for bike parking. This condition shall be completed prior to August 1, 2020 in tandem with the parking lot improvements.

The Applicant shall install the new sewer and water service lines prior to August 1, 2020. A building permit and City Engineer approval of the line details and placement shall be obtained prior to construction of the lines.

The Applicant shall obtain a building permit and install appropriate firewall and building measures to meet Building and Fire Code standards for building separation. This condition shall be completed prior to August 1, 2020.

The tentative parcel map is in conformance with the Subdivision Map Act, City’s General Plan, and City Zoning Code. The conditions of approval will bring the property into compliance with Chapter 15.44 and ensure proper building service separation is achieved in a timely manner.

Attachments:

1. Tentative Parcel Map (Exhibit B)
2. Notice of Exemption
Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: Siskiyou
510 N Main St.
Yreka, CA 96097

From: (Public Agency): City of Mt. Shasta
305 N Mt. Shasta Blvd.
Mt. Shasta, CA 96067

Project Title: Commercial Condo Conversion and Lot Split
Project Applicant: Reny Townsend

Project Location - Specific:
1119 Ream Avenue, Mt. Shasta, CA 96067 APN#057-621-080

Description of Nature, Purpose and Beneficiaries of Project:
Commercial building condo conversion and lot split

Name of Public Agency Approving Project: City of Mt. Shasta
Name of Person or Agency Carrying Out Project: Reny Townsend

Exempt Status: (check one):
☐ Ministerial (Sec. 21080(b)(1); 15268);
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
☐ Categorical Exemption. State type and section number: Class 1 Section 15301(k)
☐ Statutory Exemptions. State code number: ____________________________________________

Reasons why project is exempt:
The Project is a subdivision of an existing commercial building

Lead Agency
Contact Person: Juliana Lucchesi
Area Code/Telephone/Extension: 5309267517

If filed by applicant:
1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: ____________________________ Date: ____________________ Title: City Planner

☐ Signed by Lead Agency ☐ Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: ____________________