



COUNTY OF PLUMAS

PLANNING COMMISSION MEETING MINUTES

REGULAR MEETING

DATE: February 1, 2024
TIME: 10:00 a.m.

LOCATION: Plumas County Courthouse Building
Board of Supervisors Chambers
Room 308
520 Main Street
Quincy, CA 95971

THE PUBLIC MAY PARTICIPATE VIRTUALLY AS FOLLOWS

Zoom Meeting / View and Verbal Public Comment Opportunity:

Members of the public who wish to watch live and provide public comment on any item on the agenda can join via the following link:

<https://zoom.us/j/92668567598?pwd=T21qNFFGem1PWXBIUFFZSnJwZEIKdz09>

Call: 1-669-900-9128

Meeting ID: 926 6856 7598

Passcode: 461910

Written Public Comment Opportunity:

Members of the public may submit written comments on any matter within the Commission's subject matter jurisdiction (Plumas County Code Title 2, Chapter 2, Article 1, Sec. 2-2.107 – Duties), regardless of whether the matter is on the agenda for Commission consideration or action. Comments will be entered into the administrative record of the meeting. Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items before and/or during the Planning Commission meeting, using e-mail address publicplanningcommission@countyofofplumas.com

www.countyofplumas.com

REASONABLE ACCOMMODATIONS



In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact Planning Commission Clerk at 530-283-6207. Notification 72 hours prior to the meeting will enable the County to make reasonable accommodations to ensure accessibility. Auxiliary aids and services are available for persons with disabilities.

Note: A majority of the Board of Supervisors may be present and may participate in discussion.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Jack Montgomery, Charles Leonhardt, Harvey West, Moorea Hoffman Stout, Chris Spencer

Absent: None

IV. PUBLIC COMMENT OPPORTUNITY

None.

CONSENT ITEMS

A. Items to be continued or withdrawn from the agenda.

No public comments.



B. Approval of Meeting Minutes of December 7, 2023

Motion: Approve Meeting Minutes of December 7, 2023, with correction, as follows:

Commissioner Stout stated that Item 6 should be corrected to say that the Dixie Fire Collaborative Steering Committee meets every other Monday at 3pm.

Moved by Harvey West, **Seconded by** Jack Montgomery

Vote: Motion carried.

Yes: West, Montgomery, Leonhardt, Hoffman Stout

Abstain: Spencer

V. **2021 WILDFIRES LONG-TERM RECOVERY PLAN STANDING UPDATE**

Tracey Ferguson, Planning Director, provided the Commissioners with hard copies of the Greenville Town Center Design Guidebook and the Canyon Dam Summary Report. Tracey Ferguson, continuing, stated Plumas County, under the Board of Supervisors direction, anticipates creating a new recovery coordinator classification/position open for Fiscal Year 24/25 under the County Administrator's Office, Debra Lucero. The County recovery coordinator would be in charge of the coordination of the 2021 Wildfires Long-Term Recovery Plan and collaborate to implement the 27 recovery projects.

Commissioner Hoffman Stout stated that the Dixie Fire Collaborative will be holding elections in February 2024 for positions on the Steering Committee, including Treasurer, Housing Representative, and two At-Large Representatives. She stated that there is more information available on the Dixie Fire Collaborative website.

VI. **PLANNING COMMISSIONERS' REPORTS/COMMENTS**

Commissioner Montgomery stated that he is continuing work with LMNOP Design and The Almonor Foundation on affordable housing issues in the Lake Almanor Basin. He stated that one of the property owners in Canyon Dam is intending to sell their RV park and that the Indian Valley Community Services District has been involved in plans to bring affordable housing to Greenville. Commissioner Hoffman Stout stated that she is looking to get in touch with the property owner in Canyon Dam. The next Lake Almanor Basin affordable housing coordination meeting with LMNOP Design, The Almonor Foundation, and others is scheduled for February 17, 2024, to continue conversations with a layered approach to housing starts in the spring and summer of 2024.

Commissioner Spencer stated that the potholes on Heriot Lane have been repaired. She stated that the Beckworth Peak Fire Protection District consolidation was a success, and that formation procedures and processes are currently ongoing. She also stated that the Fire Chief of the Sierra Valley Fire Protection District provided fire and life safety comments to the Planning Department on the application for the proposed expansion of the Meadow Edge mobile home park in Vinton.

Commissioners West, Leonhardt, and Hoffman Stout had no further reports or comments.

VII. **DISCUSSION AND POSSIBLE ACTION: APPOINT CHAIR AND VICE-CHAIR OF THE PLANNING COMMISSION FOR 2024**

Motion: Re-appoint Commissioner Leonhardt as Chair of the Planning Commission

Moved by Moorea Hoffman Stout, **Seconded by** Jack Montgomery

Vote: Motion carried.

Yes: West, Montgomery, Leonhardt, Hoffman Stout, Spencer

Motion: Re-appoint Commissioner West as Vice-Chair of the Planning Commission

Moved by Jack Montgomery, **Seconded by** Chris Spencer

Vote: Motion carried.

Yes: West, Montgomery, Leonhardt, Hoffman Stout, Spencer

VIII. REVIEW OF 2035 GENERAL PLAN (Tracey Ferguson, AICP, Planning Director)

A. Conservation and Open Space Element Goals and Policies

Commissioner West inquired about setting a time limit for this agenda item, ending at 11:00am. Commissioner Leonhard stated that the 11:00am cutoff would be a good idea to allow time for the subsequent agenda items.

Tracey Ferguson read aloud the Goal 7.4 for Mineral Resources and the accompanying policies 7.4.1 through 7.4.7 with comments by Planning staff and the Commissioners. Ferguson stated that the Planning Department has no less than 16 mines to inspect annually in the county. She stated that she will be going to the Board of Supervisors on February 6, 2024, to secure a professional services agreement to bring a consultant onboard to assist the County with mining reporting and inspections, in addition to other required lead agency activities under the Surface Mining and Reclamation Act (SMARA).

Commissioner West inquired about the vested rights determination for the Engels-Superior mines. Tracey Ferguson stated that the item was continued to the Zoning Administrator meeting of May 8, 2024. She also stated that on February 6, 2024, the preferred legal counsel (consultant) professional services agreement to assist the County with the application will be going to the Board of Supervisors.

Commissioner Montgomery inquired about the meaning of the vested rights determination. Tracey Ferguson explained.

Commissioner Leonhardt inquired about the end uses for mining sites and the reclamation plan. Tracey Ferguson stated that a reclamation plan would state the intended end use or uses of a mine site once the operation is complete.

Commissioner Hoffman Stout inquired what if a reclamation plan is established and then the mine is abandoned, for example, due to bankruptcy. Continuing, she inquired about the possibility of setting up an escrow account. Tracey Ferguson stated that these accounts exist as Financial Assurance Mechanisms (FAMs) and Financial Assurance Cost Estimates (FACEs) under SMARA. She stated that these documents are updated annually by the mine operators and reviewed by the County and State Department of Conservation, Division of Mine Reclamation.

IX. PLANNING COMMISSION WORKPLAN FOR PLUMAS COUNTY CODE ORDINANCE AMENDMENTS AND GENERAL PLAN ELEMENT UPDATES (Tracey Ferguson, AICP, Planning Director)

Tracey Ferguson provided information as stated in the staff report updating the workplan status for items to amend the Plumas County Code and General Plan elements, as follows:

Planning staff continues to workshop the camping ordinance items with the Commissioners as to updates on Plumas County General Plan Housing Element (2019-2024) Program 6 – Camping Time Limits, Seasonality, Number of Spaces, and Registration/Permit Process for the purposes of: Recreation, Caregiver Housing, and Caretaker Housing. Additionally, the Commissioners are working on amendments to Plumas County Code Sec. 9-2.417(a) – Temporary occupancy as it relates to allowing camping (RVs) year-around (for a finite time period) with the issuance of a building permit to allow owners to live on their property while under construction.

The Planning Department executed a contract amendment for \$16,500 on December 19, 2023, with Workbench (County's ADU consultant) to assess and prepare draft amendments to the Plumas County Code to address Accessory Dwelling Unit (ADU) state law requirements enacted through the 2023 legislative session (effective January 1, 2024). Planning staff is meeting with Workbench on February 1, 2024, for a status update and anticipates reviewing the draft amendments in early February 2024. Planning staff will be responsible for finalizing amendments and should bring those to the Planning Commission at the meeting of February 15, 2024, for an initial review. Formal review and recommendation of the ordinance amendments by the Planning Commission, with Board of Supervisors adoption is anticipated in March 2024.

Under California legislation AB 1236 and AB 970 it is necessary for all counties to create an online checklist that is available to the public that contains all the permitting requirements to streamline and expedite local government approval and applicant installation of an electric vehicle charging station. Planning Department staff have been in communication with the California Governor's Office of Business and Economic Development (GO-Biz) for information and guidance on the development of the EV checklist. On January 16, 2024, Planning staff sent a working draft of the checklist to GO-Biz for review and comment. Once comments, if any, are received by GO-BIZ, Planning staff will then circulate the draft checklist to the Building Department, Public Works Department, Plumas County Transportation Commission, and other applicable Plumas County departments that play a role in the implementation of the legislation and the installation of charging stations.

Commissioner West inquired about how an application for a new charging station would work now without an established checklist. Ferguson replied that the County would need to comply with state law for a new application regardless.

Planning Department staff continues to update the housing needs assessment narrative and data tables. Next to update will be the evaluation of previous Housing Element Program implementation, the community profile, housing resources and opportunities, constraints on the development of housing, residential energy conservation, and working on the vacant sites inventory. A consultant (PLACEWORKS) to the State Department of Housing and Community Development (HCD) contacted the Planning Department to inquire if Plumas County needs technical assistance with the Housing Element Update working on creating fair housing maps and resources under the newly required fair housing analysis section of the Element. Planning staff responded affirmatively that Plumas does need technical assistance and is awaiting more information from HCD's consultant. The Planning Commission's FY23/24 budget has allocated \$200,000 for professional services to hire a consultant to help the County with the update. Planning Department staff anticipates preparing an RFP in February 2024, with release and selection by March/April 2024. The Housing Element Update should be reviewed by HCD and adopted by the Board of Supervisors and in compliance by the statutory due date of June 30, 2024.

The Planning Commission's FY23/24 budget has allocated \$100,000 for professional services to hire a consultant to help the County with the update. Planning Department staff anticipates preparing an RFP in spring 2024, with release and selection by June 2024.

Commissioner Leonhardt suggested networking with the California County Planning Directors Association and other northern California rural counties apart of the Sacramento Valley Section of the American Planning Association to find out which consultants are being used by other rural counties in the update of general plan elements.

X. WORKSHOP #6 PLUMAS COUNTY CODE, TITLE 9 PLANNING AND ZONING, CAMPING ORDINANCE REVIEW AND DISCUSSION (Tracey Ferguson, AICP, Planning Director)

A. Working Draft Amendments to Plumas County Code Sec. 9-2.417(a) – Temporary occupancy

Tracey Ferguson presented draft stricken language for the existing Plumas County Code Sec. 9-2.417(a) based on prior Planning Commission workshop comments. She stated that the timelines proposed have been extended to 18 months and 24 months for manufactured homes and stick build homes, respectively. She stated that the language was changed to clarify the intent that a dwelling unit would be the only building type, as in the past, the interpretation of the ordinance allowed garages as building type.

Commissioner Leonhardt stated that one of the reasons the Commission was considering extending the permitted time for the manufactured homes is because of the supply chain issues that come with buying one.

Commissioner Leonhardt stated if someone qualified under the camping ordinance then they would be able to stay 120 calendar days while a garage was being built.

Commissioner Spencer stated that it is customary to build the garage to store materials. She inquired

about the 120 days being too restrictive.

Tracey Ferguson inquired if the proposed draft language was clear, as implied, that with the extension of a building permit, through the typical process, there would also be an extension of time permitted on the property pursuant to Plumas County Code Sec. 9-2.417(a).

Commissioner Hoffman Stout stated that she knew of a couple, in Indian Valley, that had bought 6 acres and built a garage first on the property and lived in a tiny home on wheels, which is considered an RV in Plumas County. She stated that they did not have a permit for the home because they started with the construction of the garage with the intention of hiring an architect to design the long-term home. She stated that she would not want to make that scenario illegal.

Commissioner Leonhardt stated that he is alright with the proposed language but would want to put it on hold in order to see how the camping ordinance would work in tandem.

Tracey Ferguson inquired about the term “appurtenant building” in Plumas County Code Sec. 9-2.417(a). Commissioner Leonhardt stated that he doesn’t know what that means and that “appurtenant building” is not any more descriptive and that phrase could be removed.

Tracey Ferguson inquired about the number permitted, stating the language reads “A” manufacture home, recreation vehicle, being singular.

Review and discussion of the working draft amendments to Plumas County Code Sec. 9-2.417(a) concluded with the Commissioners directing Planning staff to prepare and bring back at a future meeting, the formal amendment ordinance and recommendation documents (resolution) to the Board of Supervisors.

B. Update on Plumas County General Plan Housing Element (2019-2024) Program 6 – Camping Time Limits, Seasonality, Number of Spaces, and Registration/Permit Process for the purposes of:

- Recreation
- Caregiver Housing
- Caretaker Housing

Tracey Ferguson reviewed the table of information for discussion presented in the staff report, which was informed by examples from Tehama County, Nevada County, Humboldt County, Lassen County, Butte County, and Shasta County.

The time limitation of 120 calendar days was discussed as ‘short-term’ camping. Extending to 180 calendar days was presented as an option to extend the timeframe in the context of recreational seasonality.

‘Long-term’ camping was presented as a possible addition to the ordinance, whereby it would be 365 days per year and subject to an administrative use permit process with a possible annual check in on permit renewal. Commissioner generally agreed with the concept of creating a ‘long-term’ camping option with a permit process.

Caregiver (people) housing and caretaker (land) housing in RVs was discussed in context of providing a way to occupy an RV year-round, subject to an administrative use permit process with a possible annual check in on permit renewal. How many RVs permitted under a caregiver and caretaker housing option was discussed, being 1 or potentially more. Zoning is also material to the discussion, being allowed in single-family residential zones (i.e., prime opportunity areas), versus what zones are permitted by the camping ordinance.

Additionally, the need for temporary housing for employees was raised by the Commissioners, such as when workers are needed in agriculture or timber areas. Discussion involved the potential for a discretionary special use permit process under this camping ordinance scenario, to address social compatibility of adjacent parcels and the number of RVs that would be permitted.

Commissioner Leonhardt inquired about the possibility of the number of recreational vehicles being made discretionary under a permit process. Tracey Ferguson stated that on a commercial campground the limit is 14 units (i.e., RVs) per acre. Commissioner Leonhardt stated that 14 units per acre would be

a lot when considering the size of agricultural and timber parcels. Commissioner West stated one (1) unit (RV) per acre would work.

Commissioners agreed that additional workshops and discussion is needed to come to decisions and recommendations to the Board of Supervisors for potential camping ordinance amendments.

XI. INFORMATIONAL ITEMS/ON-GOING PROJECT UPDATES

Tracey Ferguson provides background for the Accessory Dwelling Unit (ADU) Pre-designed Construction Document Sets and provides hard copies of the Idea Book. Commissioners Hoffman Stout, Montgomery, and Leonhardt request additional copies. Hard copies of the Lake Almanor Basin Strategic Housing Plan – Summary Report and Lake Almanor Basin Housing Assessment – Report were also provided to the Commissioners for reference.

XII. FUTURE AGENDA ITEMS

Tracey Ferguson noted that the following items would be on future agendas:

- *Review of the 2023 General Plan Conservation and Open Space Element Goals and Policies*
- *Accessory dwelling unit ordinance draft update*
- *2023 General Plan Annual Progress Report*

XIII. ADJOURNMENT

Motion: Adjourn to the regular meeting scheduled on February 15, 2024

Moved by Jack Montgomery, ***Seconded by*** Moorea Hoffman Stout

Vote: Motion carried.

Yes: Montgomery, Leonhardt, West, Hoffman Stout, Spencer