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**PLUMAS COUNTY**  
**ZONING ADMINISTRATOR**  
Minutes of the Special Meeting of August 7, 2024

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The Plumas County Zoning Administrator convened in a special meeting on August 7, 2024, at 10:00 a.m. in the Permit Center Conference Room, Quincy. Interim Zoning Administrator, Jim Graham, presiding. Planning Director, Tracey Ferguson, and Associate Planner, Marco Velazquez, are in attendance.

**I. PUBLIC COMMENT OPPORTUNITY**

No public comment is presented.

**II. SPECIAL USE PERMIT: PLUMAS CHARTER SCHOOL (applicant) / RAJ SINGH & NARINDER KAUR (owners); APN 116-320-041; T.24N/R.10E/S.19 MDM**

The request for a special use permit to allow the expansion of the existing Plumas Charter School campus in a Multiple-Family Residential (M-R) zone, located at 1385 E. Main Street, East Quincy, is presented. Marco Velazquez, Associate Planner, and Tracey Ferguson, Planning Director, give a presentation as reflected in the staff report.

The public hearing is opened at 10:19 a.m. Taletta Washburn, representing Plumas Charter School, states six months, as required by Condition #6, may not be enough time to remove the structures and debris located on the property. Washburn explains that they are planning to secure a USDA loan to fund the project, so it might actually be summer 2025 when the funds come in, and they will not start on the property until that time. Jim Graham, Interim Zoning Administrator, suggests "*Within eighteen (18) months...*" Washburn agrees.

Continuing, Washburn questions grading and drainage requirements outlined in Condition #8 and Condition #9. Washburn explains that the new site is different than the site developed for the school in that it has already been graded, has existing drainage, and they will be using existing infrastructure when they install the modular. Graham responds that every site is different and has different levels of improvements. Public Works will look at the whole project. Graham suggests the engineer for the project meet with Public Works to receive guidance on what will be needed in order to satisfy the conditions concerning drainage and grading requirements.

Lastly, regarding Condition #2, Washburn questions if parking requirements will change if the Plumas Charter School campus parcel adjacent to the subject parcel for expansion are merged in the future. Ferguson responds that the Planning Department is available for future discussions to understand the total staffing capacity of the entire campus, meaning both parcels, and how many parking spaces would be needed at that maximum staffing level. Ferguson continues the only issue may be the ADA parking space requirement for both campus buildings and the path of travel and accessibility routes. Graham suggests amending the condition to state "*... minimum of six (6) parking spaces, or as otherwise approved by the Planning Director.*" in order to avoid needing to apply for an amendment of the special use permit in context of the parking requirements if the parcel conditions change with a merger.

Washburn also mentions that with a USDA loan, they are required to do a Phase 1 ESA (environmental site assessment), so she will forward a copy of the report to the Planning Department when complete, for file.

Terri Simon-Jackson questions who is responsible for the 25 MPH speed limit sign on the highway. Graham responds that it is the California Highway Patrol (CHP), noting that Public Works is trying to get better signage. Speaking as a Public Works employee and as the Executive Director of the Transportation Commission, Graham explains that they are working with Caltrans. Public Works has acknowledged the

speeds are too high along Highway 70 through East Quincy in that area and there have been discussions with Caltrans about doing some traffic calming features, such as lane reduction, and improving signage at the time Caltrans implements the Quincy improvement project.

There being no further comments, the public hearing is closed at 10:26 a.m.

## **DECISION**

Interim Zoning Administrator, Jim Graham, finds the project exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) making findings A and B; and approves the special use permit, with the modification of Conditions #2 and #6, subject to the conditions of approval outlined in Exhibit 18 of the staff report, making findings A through D as follows:

## **ENVIRONMENTAL DETERMINATION FINDINGS**

- A) There is no substantial evidence in the whole record supporting a fair argument that the proposed project, as conditioned, might have any significant adverse impact on the environment; and
- B) The custodian and location of the documents which constitute the record of these proceedings is Plumas County Planning and Building Services, 555 Main Street, Quincy, California.

## **CONDITIONS**

### **Plumas County Planning Department**

1. The special use permit for the operation of a school use (project) is approved in conformance with the application submitted on February 8, 2024, and the site configurations shown on the second revised site plan received on May 29, 2024, with the exception that the existing structure (i.e., mobile home) shown on the eastern boundary of the parcel shall not be demolished, and shall be utilized for storage and office space as part of the school facility.
2. Prior to the issuance of a building permit, and pursuant to Plumas County Code Section 9-2.414, Parking and loading, the parking requirements for the project shall be met by the applicant with a minimum of six (6) parking spaces, or as otherwise approved by the Planning Director.
3. Prior to the issuance of a building permit, and pursuant to Plumas County Code Section 9-2.410, Landscaping, a minimum of ten (10) percent of the required parking lot area for the project shall be landscaped in compliance with Plumas County Code Article 42, Water Efficient Landscape, of Title 9 Planning and Zoning. A Landscape Plan shall be submitted by the applicant to, and approved by, the Planning Department.
4. Prior to the issuance of a building permit, the lighting design for the project facilities shall be in compliance with Plumas County Code Section 9-2.411 – All lighting facilities shall be so installed as to focus away from adjoining properties.
5. Prior to the issuance of a building permit, and pursuant to Plumas County Code Section 9-2.3703 (Special plan review), project design review conducted by the Quincy Design Review Committee shall be required.
6. Within eighteen (18) months of approval of the special use permit, or no later than February 7, 2026, the existing structure (i.e., mobile home) centrally located on the parcel, carport, tiny home, and debris shall be removed from the parcel, and the applicant, as applicable, shall obtain the necessary permits to demolish or remove.

## **Plumas County Building Department**

7. The applicant shall obtain all necessary building permits from the Plumas County Building Department within eighteen (18) months of approval of the special use permit, or no later than February 7, 2026.

## **Plumas County Public Works Department**

8. Prior to the issuance of a building permit, a Drainage Plan shall be submitted by the applicant to, and approved by, the Public Works Department.

Every project drainage design is unique, but a set of Drainage Calculations will typically include a commentary on design parameters such as: statement of the design year, size of drainage area, commentary on intensity and duration of rainfall events, estimation of runoff, frequency the design maximum may be expected to occur, topography, soil characteristics and runoff coefficients, all as accompanied by copies of published data (e.g., charts, pages from manuals, sketch maps, etc.), as relied upon by the Design Engineer of Record. The Drainage Plan is also unique to every project drainage design as the Plan will typically depict the drainage flows (by use of arrows) and the proposed construction features (e.g., manholes, culverts, ditches, swales, and inlets, as applicable) will be shown as well as elevation detail suitable for constructability. The Drainage Calculations and the Drainage Plan are to both be stamped by a professional engineer, licensed by the State of California. Due to the lot slope, it is recommended to retain all storm flows onsite in a dedicated drainage basin. The use of a sump pump may be required to collect flow along the north edge of the parcel to pump to the new drainage basin.

Public Works requires a fee deposit of \$1,000 for review of technical reports (i.e., Drainage Plan).

9. Prior to the issuance of a building permit, a Grading Plan shall be submitted by the applicant to, and approved by, the Public Works Department.

A complete Grading Plan should clearly illustrate existing and proposed site topography and provide sufficient information to determine the limits of grading and disturbance. The Grading Plan should include the following information on a 24" x 36" blueprint:

- Name and address of property owner
- Assessor's Parcel Number (APN)
- Name and location of existing, adjacent streets
- Vicinity map
- North arrow and scale of drawing
- Site plan including entire parcel (APN) with area of proposed grading indicated and enlarged for clarity, if necessary
- Existing structures, utilities, trees, watercourses, or any other topographical features of interest
- Details of proposed structures, including retaining walls
- Parcel boundaries, setbacks, or building envelopes
- Existing and proposed contours. Topographic information must be at a suitable scale to ensure clarity
- Clearly defined limits of grading activities (disturbed area)
- The toe and top of cut and fill slopes
- Signature and stamp of civil engineer

Public Works requires a fee deposit of \$1,000 for review of technical reports (i.e., Grading Plan).

10. The proposed school facility driveway crosses the existing separated pedestrian/bicycle path along the E. Main Street parcel frontage. Prior to the issuance of a building permit, the applicant shall submit a Driveway Crossing Plan, including accessibility (ADA) and safety compliance, which shall be reviewed and approved by the Public Works Department. In the review of the Driveway Crossing Plan, the Public Works Department may coordinate with Caltrans for accessibility (ADA) compliance in association with the Caltrans encroachment permit.

#### **Plumas County Environmental Health Department**

11. Water service shall be obtained from the American Valley Community Services District, and a will serve letter shall be submitted with the applicable building permit.
12. Wastewater discharge shall be disposed of through the sewage collection system from the American Valley Community Services District, and a will serve letter shall be submitted with the applicable building permit.

#### **California Department of Transportation (Caltrans)**

13. A single point of access shall be required connecting the project to E. Main Street (State Route 70).
14. Prior to the issuance of a building permit, an approved Caltrans encroachment permit shall be obtained by the applicant. This permit shall address drainage and shall require an accessibility (ADA) certification by the project engineer for the existing separated pedestrian/bicycle path.

#### **FINDINGS**

- A) The project, as conditioned, is environmentally compatible with the surrounding area because the proposed project conforms to applicable State and County codes.
- B) The project is socially compatible with the surrounding area because the conditions are designed to ensure that the project will not create any nuisances or interfere with the surrounding community.
- C) The project is economically compatible with the surrounding area because the use will not interfere with the economic use of properties in the vicinity in conformance with zoning requirements adopted for the promotion of the public health, safety, and general welfare.
- D) The project is consistent with the General Plan and zoning subject to the conditions imposed by the issuance of a special use permit.

#### **III. TENTATIVE PARCEL MAP: HOLMES, LAWRENCE & SUSAN; APN 005-430-019; T.24N/R.9E/S.1 MDM**

The proposal to divide a 9.07-acre parcel zoned Suburban (S-1) and Farm Animal Combining (F) into two parcels of 3.06 and 6.01 acres for single-family residential use, located at 5112 Chandler Road, Quincy, is presented. Marco Velazquez, Associate Planner, gives a presentation as reflected in the staff report. Tracey Ferguson, Planning Director, reads through each proposed condition of approval.

The public hearing is opened at 10:43 a.m.

Susan Holmes, applicant, questions the language in the third paragraph of Condition #3, which states "...applicant shall improve *and/or* provide a prorated share contribution . . .". Holmes questions if it can be one or the other, but not both. Interim Zoning Administrator, Jim Graham, explains that it depends on the severity of the deficiencies. Sometimes Public Works will advise what needs to be fixed at a minimum, and then also require a pro-rated share contribution. Graham goes on to explain that in this case, just knowing that section of Chandler Road, it's likely not going to have any issues, but it depends

on the evaluation of the engineer who will look at the deficiencies and see if there's anything at a minimum needed for safety reasons. Public Works, in turn, may require you to do the work, or say it doesn't rise to the level of needing to be fixed at that time. It's up to the Public Works director to make that call. In this case, Graham continues, there may be some minor shoulder improvements, otherwise it's probably going to be a prorated share, and given the amount of traffic your contribution is not likely to be that much. Also, any improvements completed count towards your prorated share.

After discussion regarding what information should and shouldn't be included on the face of the final map based on Subdivision Map Act requirements versus an additional map sheet, Graham clarifies that when we say "final map" we mean inclusively of any additional information or map sheets that may be required.

The being no further comments, the hearing is closed at 10:46 a.m.

## **DECISION**

Interim Zoning Administrator, Jim Graham, finds the project exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) making findings A and B; and approves the tentative parcel map subject to the conditions of approval outlined in Exhibit 17 of the staff report, making findings A through F as follows:

## **ENVIRONMENTAL DETERMINATION FINDINGS**

- A) That it can be seen with certainty, based upon review of the initial environmental assessment, that there is no possibility that the project may have a significant impact on the environment. An Initial Study checklist was completed for the project; and
- B) The custodian and location of the documents which constitute the record of these proceedings is Plumas County Planning and Building Services, 555 Main Street, Quincy, California.

## **CONDITIONS**

### **Plumas County Department of Planning**

1. The Final Parcel Map shall be in substantial conformance with the Tentative Parcel Map (Sheet 1 of 1) prepared by Bastian Engineering, dated February 18, 2024, and received by the Planning Department on February 21, 2024, except as modified by these conditions:
  - a. Additional notes shall be included on the Final Parcel Map with the following information:
    - i. Include note stating, "Should development occur, all applicable sections of California Code of Regulations, Title 14. Natural Resources, Division 1.5. Department of Forestry and Fire Protection, Chapter 7. Fire Protection, Subchapter 2. State Minimum Fire Safe Regulations found in Public Resource Code 4290 shall be applied."
    - ii. Include note stating, "Structures constructed in the State Responsibility Area (SRA) are required to comply with Public Resource Code 4291 and the defensible space regulations in California Code of Regulations, Title 14. Natural Resources, Division 1.5. Department of Forestry and Fire Protection, Chapter 7. Fire Protection, Subchapter 3. Fire Hazard."
  - b. Final Parcel Map shall illustrate the following information:
    - i. Depict the designated replacement sewage disposal areas for Parcel 1 and Parcel 2 that meet all required setbacks described in Plumas County Code Title 6, Chapter 11, Sec. 6-11.05 (Surface suitability and evaluation) and has sufficient area to service the existing residences.
2. The Final Parcel Map shall be recorded prior to August 7, 2026, or an Extension of Time shall be filed.

## Plumas County Department of Public Works and Engineering Department

3. The Public Works Department has determined Chandler Road as a “Class 7 Road” (Plumas County Code Title 9, Chapter 4, Article 4, Sec. 9-4.409 (Class 7 Roads)).

Prior to recordation of the Final Parcel Map, the applicant shall evaluate that portion of Chandler Road along the frontage of the proposed development to determine if there are any minimum road design standard deficiencies pursuant to the County’s Class 7 standard in Plumas County Code Title 9, Chapter 4, Article 5, Sec. 9-4.501(b) (Minimum road design standards).

Should any deficiencies be present based on the Class 7 Road minimum road design standard, the applicant shall improve and/or provide a prorated share contribution as set forth in Plumas County Code Title 9, Chapter 4, Article 6, Sec. 9-4.607 (Improvements to existing roads) to improve that portion of Chandler Road along the frontage of the proposed development.

## FINDINGS

- A) The project, as conditioned, will satisfy required development standards, as per Plumas County Code, for Suburban (“S-1”) zoning because:
  - 1. Parcel 1 and Parcel 2 will be served by roads which meet the required County Road standards.
  - 2. All required wet and dry utilities and services are available to Parcel 1 and Parcel 2 or can be made available.
  - 3. Parcel 1 and Parcel 2 are located within the service boundaries of the Quincy Fire Protection District which provides structural fire protection and suppression services within reasonable service distance from existing fire protection facilities.
  - 4. Electrical power is provided to Parcel 1 and Parcel 2.
- B) The project, as conditioned, will be consistent with the Suburban (“S-1”) zoning because Parcel 1 and Parcel 2 meet the minimum standards for size, width, and use. Therefore, land division does not result in any conflict with zoning and density standards. Any future development will need to meet all County Code standards.
- C) It is found that the project is consistent with the 2035 General Plan land use designation of Suburban Residential because the 2035 General Plan calls for residential uses on the site and the zoning designation is S-1 (Suburban).
- D) Parcel 1 and Parcel 2 are physically suitable for development; the design of the parcels will not cause substantial environmental damage or substantially and avoidably injure wildlife or habitat; the design of the parcels will not cause serious public health problems; and the design of the parcels will not conflict with easements, acquired by the public at large, for access through or use of property with the proposed parcels.
- E) It is found that the design and location of Parcel 1 and Parcel 2, and the project as a whole, is consistent with the applicable regulations adopted by the California Department of Forestry and Fire Protection (Cal Fire) adopted pursuant to Section 4290 of the Public Resources Code, State Minimum Fire Safe Regulations.
- F) It is found that ingress and egress for Parcel 1 and Parcel 2 will be provided by Chandler Road, a County maintained road, which is consistent with the 2035 General Plan and meets the regulations

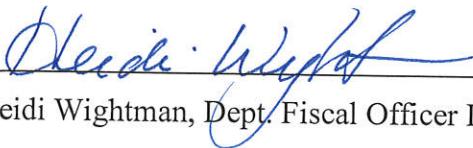
regarding Plumas County Code road standards for fire equipment access, as applicable, and adopted pursuant to Section 4290 of the Public Resources Code, State Minimum Fire Safe Regulations.

**Zoning Administrator Notation:** Any decision made as a result of this meeting may be appealed to the Board of Supervisors within ten (10) calendar days of the decision. If the tenth day lands on a Saturday, Sunday, or County holiday, the end of the appeal period will be the next working day. The appeal shall be based on relevant information stated or submitted at or prior to this meeting by (a) the applicant; (b) any owner of real property within 300 feet of the exterior boundaries of the property involved who was present at the hearing or who presented written testimony before the Zoning Administrator, or who may be adversely affected by the decision of the Zoning Administrator; (c) such other person whom the Board determines to have been adversely affected by the decision; or (d) any County department head whose department has an interest in the decision (Plumas County Code, Title 9, Chapter 2, Article 10, Section 9-2.1001). Appeals shall be filed with the Clerk of the Board of Supervisors, paying the fee according to the Planning & Building Services Fee Schedule.

#### **ADJOURN**

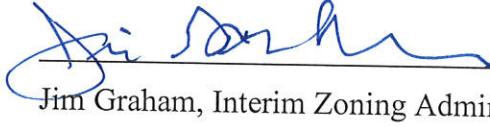
There being no further business, the meeting adjourns at 10:46 a.m. The next regularly scheduled Zoning Administrator meeting is set for September 11, 2024, at 10:00 a.m. at the Planning & Building Services Conference Room located at 555 Main Street in Quincy.

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Heidi Wightman, Dept. Fiscal Officer II

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Jim Graham, Interim Zoning Administrator