
**PLUMAS COUNTY
ZONING ADMINISTRATOR**

Minutes of the Special Meeting of March 26, 2025

The Plumas County Zoning Administrator convened in a meeting on March 26, 2025, at 11:02 a.m. in the Permit Center Conference Room, Quincy. Interim Zoning Administrator, Jim Graham, presiding. Planning Director, Tracey Ferguson, is in attendance.

I. PUBLIC COMMENT OPPORTUNITY

No public comment is presented.

II. SPECIAL USE PERMIT: INDIAN VALLEY COMMUNITY SERVICES DISTRICT; APN 110-330-007; T.26N/R.9E/S.2 MDM

The request for a special use permit to allow a public service facility use to construct the Indian Valley Public Safety Center facility for emergency services, including the Indian Valley CSD Fire Department station, Plumas County Sheriff's substation, and Plumas District Hospital ambulance with sleeping quarters, in addition to other associated accessory structures on a 5-acre parcel zoned C-2, located at 19649 Highway 89, Greenville, is presented. Planning Director, Tracey Ferguson, gives a presentation as reflected in the Staff Report.

Interim Zoning Administrator, Jim Graham, asks if there are any questions from the applicant or applicant's representative. Jeff Morrish of NST Engineering questions Condition #2 regarding parking spaces. Morrish feels forty-three spaces is too many since the IVCSD office staff will be at a different location and asks if that can be decreased to thirty-five spaces. Ferguson states the eight spaces for the IVCSD include six fire personnel and two office staff. Bob Orange, IVCSD Fire Chief, states they have twenty-two volunteers in total, but they are not always going to be there at the same time, plus two ambulance staff, so he doesn't foresee needing more than thirty spaces total. Graham states Ferguson, as the Planning Director, has the authority to modify the parking requirement standards based on further discussions and information provided to her, so the details of the parking requirements don't need to be negotiated at this hearing. Morrish questions if some of the spaces can be gravel. Ferguson responds that only the ADA space or spaces need to be paved.

Continuing, Graham states there is a requirement in the General Plan for emergency water for fire protection, and that they want to make sure that when new structures are built within the community there's emergency water for fire protection. Adam Cox, General Manager of the Indian Valley CSD, states they will have a fire hydrant on site. Graham states he will add a condition stating, "The applicant shall demonstrate to the satisfaction of the Indian Valley Community Services District and the Plumas County Planning Department that adequate emergency water for fire protection exists meeting Plumas County General Plan policy." It will be added as Condition #11 and subsequent conditions will be renumbered. Graham also questions the wording in Condition #17. Ferguson suggests adding a comma after the word "submittal" for clarification.

The public hearing is opened at 11:29 a.m. There being no comments, the hearing is closed at 11:29 a.m.

Ferguson questions the 60' x 60' biomass building shown on the site plan submitted February 20, 2025. Cox explains that they received a wood innovation grant from the USDA in 2022 to fund the design of a wood biomass generator, the purpose of which would be to generate electricity and heat. The original vision was to use it as a resource along the industrial/commercial corridor forming along Highway 89 to the east of the downtown area. Fast forward to now and with the conceptual plans for the Greenville Town Center near the four corners at Highway 89 and Main Street, it is likely the fire station site is no longer the best location for the biomass facility.

Ferguson questions if it should remain on the site plan. If it becomes a facility that feeds electricity off site to other properties, it becomes a ‘public utility facility’ use, which requires a special use permit, and is not expressly contemplated as a use in the application before the Zoning Administrator today. Cox responds that IVCSD has run into quite a bit of difficulty with PG&E and the California Public Utilities Commission and their rules about sending electricity across property lines unless you want to become a public utility. However, the rules don’t apply at the State level with heat, and Cox questions if they were to build a thermal loop if it would be considered a public utility facility. Ferguson states she would need to do some research in order to answer that question. Cox states it’s not a serious project yet. Ferguson clarifies that it’s shown on the February 20, 2025, site plan as a proposed 60’ x 60’ biomass building. In the staff report it’s stated that it was considered as an onsite supplier of electricity or heat to this building, not as an offsite utility.

Morrish feels it should be reviewed separately and taken off the site plan. Ferguson agrees and suggests adding language to Condition #1 which states, “ . . . with the exception of the proposed 60’ x 60’ biomass building which shall be removed . . .”

DECISION

Interim Zoning Administrator, Jim Graham, finds the project exempt from the California Environmental Quality Act under CEQA Guidelines Section 15061(b)(3), making Findings A and B; and approves the Special Use Permit, subject to the conditions of approval outlined in Exhibit 14, as modified with the amendment of Condition #1, addition of Condition #11, and grammatical correction to Condition #17 (now #18) for clarity, making Findings A through D as follows:

ENVIRONMENTAL 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 the Plumas County Planning Department, 555 Main Street, Quincy, California.

CONDITIONS

Plumas County Planning Department

1. The special use permit for the operation of a “public service facility” use (project) is approved in conformance with the application submitted on April 13, 2023, with the exception that the Indian Valley Community Services District office at 127 Crescent Street, Greenville will not be eliminated and will remain the primary public office for the District and the public services facility use will be a satellite office for District staff only, and the revised construction document set dated February 20, 2025, with the exception of the proposed 60’ x 60’ biomass building which shall be removed, subject to the following conditions.
2. Prior to the issuance of a building permit for review and approval by the Planning Department, and pursuant to Plumas County Code Sec. 9-2.414, Parking and loading, the parking requirements for the project shall be shown on the project site plan with a minimum of forty-three (43) parking spaces and one (1) commercial use loading space and a minimum maneuvering aisle width of twenty-seven (27) feet for the two-way maneuvering aisle(s). In the case of being unable to meet the minimum parking and/or loading requirements, the Planning Director may modify the requirements, as necessary, pursuant to Plumas County Code Sec. 9-2.414(a).
3. Pursuant to Plumas County 2035 General Plan Circulation Element, Policy 4.1.7, General Plan Road Standards, Town and Community Planning Area and Master Planned Communities, which states, “All developments shall be required to provide a paved internal roadway system. A parking lot is an internal roadway system.” Therefore, the internal roadway (parking area) shall be paved.

4. Prior to the issuance of a building permit for review and approval by the Planning Department, a landscape plan shall be submitted meeting the applicable requirements of Plumas County Code Article 42, Water Efficient Landscape, and Plumas County Code Sec. 9-2.410, Landscaping.
5. Prior to the issuance of a building permit for review and approval by the Planning Department, the lighting design, if any, for the project facility shall be indicated on the project site plan and/or construction plans and in compliance with Plumas County Code Section 9-2.411, Lighting facilities, "All lighting facilities shall be so installed as to focus away from adjoining properties."
6. Any signage proposed for the public service facility use shall adhere to the applicable requirements of Plumas County Code Sec. 9-2.2008, Signs (C-2), and Plumas County Code Sec. 9-2.416, Signs, and a sign permit shall be obtained from the Planning Department prior to the installation of any business signs.
7. Pursuant to Plumas County 2035 General Plan Noise Element, Policy 3.1.4, Construction Noise, construction of the project shall occur between the hours of 7 a.m. and 7 p.m., Monday through Friday and 8 a.m. and 5 p.m. on weekends or on federally recognized holidays.
8. A note shall be shown on the project site plan stating the following:

In the event of an accidental discovery or recognition of any human remains, the Plumas County Sheriff/Coroner shall be notified and construction activities at the affected work site shall be halted. If the coroner determines the remains to be Native American: (1) the Plumas County Sheriff/Coroner shall contact the Native American Heritage Commission (NAHC) within 24-hours, and (2) the NAHC shall identify the person or persons it believes to be the most likely descended from the deceased Native American. The treatment and disposition of human remains that might be discovered during excavation shall be in accordance with applicable laws and regulations.

9. A note shall be shown on the project site plan stating the following:

In the unlikely event that potentially significant paleontological materials (e.g., fossils) are encountered during construction of the project, all work shall be halted within 50 feet of the paleontological discovery until a qualified paleontologist can visit the site of discovery, assess the significance of the paleontological resource, and provide proper management recommendations. If the discovery proves to be significant, additional work, such as data recovery excavation, may be warranted. The treatment and disposition of paleontological material that might be discovered during excavation shall be in accordance with applicable laws and regulations.

10. Pursuant to Figure 22, Community Noise Exposure, of the 2035 General Plan, the public service facility building design shall incorporate the necessary design features to attenuate the interior noise level to no greater than 50 decibels (dB).
11. The applicant shall demonstrate to the satisfaction of the Indian Valley Community Services District and the Plumas County Planning Department that adequate emergency water for fire protection exists meeting Plumas County General Plan policy.
12. The violation of any condition of a special use permit shall be a violation of the provisions of this chapter and shall be punishable as set forth in Article 12 of Chapter 2 of Title 9 of the Plumas County Code.
13. The special use permit is to be signed by the property owner/applicant and returned within forty (40) days of the date of approval or the permit will be voided.

Plumas County Building Department

14. The applicant shall obtain all necessary building permits from the Plumas County Building Department within twenty-four (24) months of approval of the special use permit, or no later than March 26, 2027.

Plumas County Environmental Health Department

15. All potable water shall be supplied by the Indian Valley Community Services District (IVCSD).
16. All sewage shall be disposed through the Indian Valley Community Services District (IVCSD) sewer system.
17. Any on-site septic system(s) shall be abandoned pursuant to Plumas County Code (PCC), Title 6, Chapter 6, Section 6-6.17 in consultation with the Plumas County Environmental Health Department.

Plumas County Public Works Department

18. The applicant shall submit the Public Works-approved Drainage Study, dated January 14, 2025, with the building permit submittal, and develop pursuant to the specification and requirements therein, and adhere to the construction document set dated February 20, 2025, for site grading and drainage plan, including plan details and notes.

California Department of Transportation (Caltrans)

19. Prior to the issuance of a building permit, the applicant shall obtain an approved Caltrans Encroachment Permit.
20. The applicant shall use minimum eighteen-inch (18") diameter corrugated steel pipe culverts as shown in the Caltrans right-of-way (ROW) in the construction document set dated February 20, 2025.
21. The applicant shall provide minimum two feet (2') of available headwater at the inlet of culverts in the Caltrans ROW—above the elevation of the culvert invert—as shown in the construction document set dated February 20, 2025.
22. The applicant shall not exceed twenty-five percent (25%) cross-slopes within twenty feet (20') of the Caltrans highway lanes.
23. The applicant shall provide low-strength concrete backfill of the culvert where culvert cover at driveway is less than two feet (2').

Northern Sierra Air Quality Management District (NSAQMD)

24. If ground disturbance exceeding one (1) acre occurs for the development of the project, a Dust Control Plan shall be submitted to NSAQMD for review and approval. Additional information can be found at the following website link in the Guidelines for Assessing and Mitigating Air Quality Impacts of Land Use Projects beginning on page 6: https://www.myairdistrict.com/land-use-guidelines#body_file-3cb1b69e-fa4d-4512-a13c-fe7e9e6e18f8.
25. If ground disturbance is under one (1) acre, the plans/permit shall state that all dust control measures in NSAQMD Rule 226 shall be followed. Additional information can be found at the following website link: <https://www.myairdistrict.com/rules>.
26. If any onsite generator(s) are running on diesel fuel, the appropriate permit shall be obtained from NSAQMD. Additional information can be found at the following website link: <https://www.myairdistrict.com/permits>. The Internal Combustion Engines section will link to instructions and the forms needed to file an application.
27. When/if there are any medical hazardous air pollutants on site, there may be further reporting requirements due to recent regulation changes. The applicant shall contact NSAQMD directly when/if there are any medical hazardous air pollutants on site to consult concerning reporting requirements.

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.

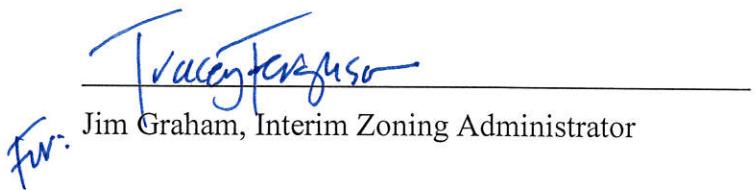
Zoning Administrator Notation: Any decision made as a result of this meeting may be appealed to the Board of Supervisors within ten (10) calendar days of the decision. If the tenth day lands on a Saturday, Sunday, or County holiday, the end of the appeal period will be the next working day. The appeal 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 11:32 a.m. The next regularly scheduled meeting of the Zoning Administrator is set for April 9, 2025, in the Planning & Building Services Conference Room, located at 555 Main Street, Quincy.



Heidi Wightman, Dept. Fiscal Officer II



Jim Graham, Interim Zoning Administrator