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AGENDA
LASSEN COUNTY PLANNING COMMISSION
BOARD OF SUPERVISORS CHAMBERS
707 NEVADA STREET
SUSANVILLE, CA 96130
AUGUST 5, 2025

1:10 p.m. Convene in Regular Session
Flag Salute
Roll Call
General Update of Planning Activities
Matters Initiated by Commissioners
Correspondence
Presentation by Staff
Approval of Minutes
Matters Initiated by the General Public
Next Resolution in line for adoption: **8-01-25**

1:15 p.m. **PUBLIC HEARING: (Continued from the July 1, 2025, Planning Commission Meeting) USE PERMIT #2025-003, Verizon Wireless, Cunningham Properties LLC.** Proposal to construct an 88' Verizon Wireless co-location concealed tree tower, antennas, support equipment, 30' x 30' screen equipment enclosure, and emergency backup generator. The subject parcel is zoned C-T (Town Service District) and has a Town Service land use designation per the *Johstonville Area Plan, 1987*. The subject parcel is located next to 704-485 Richmond Rd. E., Susanville, CA 96130, near Hwy. 36 and the Susanville Auto Center. APN: 116-130-024. Staff Contact: Mindie Hilton, Associate Planner.

ADJOURN

Certain actions of the Commission are appealable to the Board of Supervisors. The appeal period is ten days from the date of the Commission's action. For specific information on appeals, please contact the Lassen County Planning and Building Services Department at 530-251-8269.
MLA:aje

MTM

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CITY OF SUSANVILLE

PUBLIC WORKS DEPARTMENT



66 N Lassen St Susanville, CA 96130 • (530)257-1041 • Fax (530)257-1057

July 22nd, 2025

RE: Natural Gas Safety

To Whom it May Concern:

You are receiving this letter because you are a local public official, and it is our responsibility to keep you apprised of the natural gas facilities. In accordance with the Department of Transportation Pipeline Safety Standards, enclosed you will find valuable information that will keep yourself, your employees, and the public safe.

The goal of the enclosed pamphlet is to ensure that you can identify a gas leak and respond appropriately. The City of Susanville Public Works Department is committed to safety and wishes to ensure that you are prepared.

If you have any questions, please contact the City of Susanville Public Works Department at (530) 257-1041.

Sincerely,

Reuben Downing

Natural Gas Supervisor

Enclosure: Natural Gas Safety Pamphlet



City of Susanville

Public Works Department

Natural Gas Division

Natural Gas Safety

Nothing is more important to the City of Susanville Natural Gas Division than your safety. We have information on our website: cityofsusanville.gov to raise public awareness about natural gas safety and steps to follow in an emergency. Please take a moment to review the information below and share it with others.

If You Smell Natural Gas

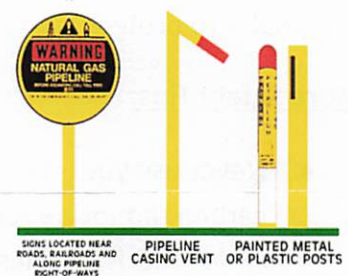
If you suspect a natural gas leak or other gas emergency and are unsure of its severity or what to do. You should:

- Evacuate the area immediately
- Call 911 from a safe location
- **Never attempt to locate the source of the odor**

The Three R'S:

Recognize

Natural gas is non-toxic, colorless, odorless and combustible. For detection and safety, the Natural Gas Division ensures the natural gas in Susanville has an unpleasant odorant called Mercaptan, (smells like rotten eggs) added to the natural gas traveling through its pipelines. For a "scratch and sniff" sample call 530-257-1041. Visible signs of a possible leak are provided below.



React

If you think you smell natural gas, call 911.

Natural gas is distributed through a network of underground pipes and service lines. If a leak should occur, it is possible for gas to migrate into buildings, including those without natural gas service.

If the odor is very strong, or you hear a blowing or hissing noise, vacate the building or area immediately warning others as you exit if possible and leaving doors unlocked. You should avoid anything that could create an ignition source. Do not light a match or use any type of phone or battery-powered equipment. Do not turn electrical equipment or light switches on or off. Do not start your car. Abandon all types of motorized equipment. Call **911** only after you are a safe distance away from the building or area.

Follow the same precautions if you are outside and smell gas or; hear hissing, blowing, or roaring noises; see dirt being thrown into the air; fire coming from the ground or appearing to burn aboveground; water bubbling or being blown into the air at a pond, creek or river; or if you see a dry spot in a moist field or dead or dying vegetation on or near a pipeline right-of-way.

Respond

The City of Susanville Natural Gas Division responds around the clock 24/7 to natural gas emergencies. If any leak poses an immediate threat or produces gas odors, the city takes quick action to make the area safe.

Our goal is to protect our customers' lives, property and the environment.

More Safety Tips:

- Never use your stove top or oven to heat your home or building. It could result in carbon monoxide (CO) poisoning and fire.
 - CO is colorless, odorless and toxic. The California code of regulations requires putting CO detectors alarms in each sleeping area. Also smoke alarms in your home. Check batteries monthly and change them at least twice annually.
- Call before you dig
 - To help prevent property damage or even worse serious injuries or fatalities, have underground utility lines in your yard or work area located before beginning any digging or excavating --- **no matter how big or small the job**. An easy call to 811 starts the efficient process of having utility lines marked at no cost.



Lassen LAFCO Agenda - 8.11.25

AGENDA

Regular Meeting

August 11, 2025 03:00 PM

66 North Lassen St, Susanville, CA 96130

<https://www.lassenlafco.org/>

Commissioners

Chair, Public Member Todd Eid • Vice Chair, City Member Mendy Schuster • City Member Dawn Miller • County Member Tom Neely • County Member Mike Scanlan • County Member Alternate Gary Bridges • City Member Alternate Russ Brown • Chris Gallagher Public Member Alternate

LAFCO Staff

Executive Officer Jennifer Stephenson • Clerk Ruth McElrath • LAFCO Counsel John Kenny

RULES AND PROCEDURES OF THIS COMMISSION

You may use your computer or smart device to watch the video conference by downloading the Zoom iCloud Conference app or on the Zoom website, or you may dial in with your phone for audio only. See below for instructions on how to join.

The Commission welcomes you to its meetings which are regularly scheduled for the second Monday of every month at 3:00 p.m. Your interest and participation is encouraged and welcome.

As a courtesy the LAFCO meeting is also accessible to the public via live streaming at:

<https://us02web.zoom.us/j/83831966039?pwd=5BOBntVDXI5nfy4EQQDNE3tWWtbiIG.1>

or by phone at: Phone Number: (669)900-9128 Meeting ID: 838 3196 6039 Passcode: 237482

Online and telephonic access does not guarantee the public the ability to observe the meeting in the event there is a disruption or connectivity issues that affect broadcasting. Members of the public who want to be assured that they have the ability to observe the meeting and make comment during the meeting, should attend the meeting in-person.

If you have any problems joining the meeting, please call LAFCO at (310)936-2639.

REASONABLE ACCOMMODATIONS

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting.

The location of this meeting is wheelchair-accessible. If other accommodations are required to assist a person with a disability to participate in the meeting, please contact the Executive Officer 24 hours before the meeting at (310)936-2639.

Disclosure & Disqualification Requirements Any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization

or reorganization that has been submitted to Plumas LAFCO must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals; they may be reviewed at Government Code §§56700.1 and 81000 et seq. Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660.

A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Contact LAFCO staff

LAFCO staff may be contacted at (310)936-2639 or by email at jennifer@pcateam.com . Copies of reports are located on the LAFCO webpage at: www.lassenlafco.org

1. Call to Order

- A. Roll Call
- B. Pledge of Allegiance

2. Election of Chair and Vice Chair for FY 25-26

☒ Discussion ☒ Possible Action  [Comment](#)

Commission will elect a Chair and Vice Chair to serve a one-year term through June 30, 2026.

- A. Seek nominations for Chair and vote
- B. Seek nominations for Vice Chair and vote

3. Approval of Agenda (Additions and Deletions)

☒ Discussion ☒ Possible Action  [Comment](#)

4. Correspondence

☒ Discussion  [Comment](#)

5. Approval of Minutes

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

- A. Approval of the June 9, 2025 LAFCo minutes

6. Authorize payment of claims

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

A. Authorize payment of claims for June and July 2025

7. Public Comments

☒ Discussion  [Comment](#)

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chairman reserves the right to limit each speaker to three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda

8. CALAFCO Reorganization Update

☒ Discussion  [Comment](#) [View Item](#)

Over the last 8 months, CALAFCO has undergone a comprehensive make-over to address feedback received from member agencies. The workplan status and policy changes will be reviewed.

A. Review Workplan status

B. Review significant policy changes.

9. CALAFCO Conference

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

A. Determine attendance at the CALAFCO Annual Conference in San Diego October 22-24, 2025

B. Designate voting delegate and alternate to represent and vote on behalf of LAFCo at the Conference.

C. Authorize the expenditure of funds to attend the CALAFCO Annual Conference.

D. Consider nominations for CALAFCO Annual Achievement Awards.

E. Preemptively nominate a County member to represent the Northern Region

10. MSR Status and Workplan


☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

In the Fall of 2023, the Commission provided direction regarding prioritization of the Municipal Service Reviews. At present, the high priority MSRs have been completed and the LVCSD MSR is underway. The Commission will review the MSR status and direct staff regarding next special districts to be prioritized.

A. Review MSR Status

B. Provide direction to staff

11. Executive Officer Report

☒ Discussion  [Comment](#) [View Item](#)

A. Ethics Training - August 12, 2025 at 10 am

B. LVCSD MSR Status

C. Seating Special Districts

12. Commissioner Reports

☒ Discussion  Comment

13. Adjournment

Adjourn to the next regular meeting on October 20, 2025.*

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***** PUBLIC NOTICE *****



**PLANNING AND SERVICE AREA 2 AREA AGENCY ON AGING
(PSA 2 AAA)**

**Special Virtual Meeting
of the
PSA 2 AAA Executive Board**

Wednesday, August 6, 2025

12:00 p.m.

**Public access information for this virtual meeting
is available by contacting:**

PSA 2 Area Agency on Aging at:

530-842-1687 or programcoordinator@psa2.org

Virtual Meeting access is also available at the following locations:

Trinity County Courthouse

11 Court Street, Basement Conference Room
Weaverville

PSA 2 Area Agency on Aging

208 W. Center Street, Yreka

PSA 2 Area Agency on Aging Conference Room

1647 Hartnell Ave., Suite 9, Redding

Lassen WORKs

1616 Chestnut St., Lassen Room
Susanville

Health Hub

701 N Main St., Alturas



Serving
Seniors
In
Lassen,
Modoc,
Shasta,
Siskiyou,
&
Trinity
Counties

Jill Cox
Chairman,
PSA 2 Executive Board

Mike Cottone
Chairman,
PSA 2 Advisory Council

Teri Gabriel
Executive Director,
PSA 2 AAA

PSA 2 Area Agency on Aging

SPECIAL Virtual Meeting

of the

PSA 2 AAA EXECUTIVE BOARD

Wednesday, August 6, 2025

12:00 p.m.

AGENDA

1. **Call to Order & Flag Salute** – (Executive Board Chairman, Jill Cox)
2. **Roll Call** - (Establishment of a Quorum / Guest Introductions)
3. **Approval of Agenda** (Changes, additions, deletions)*
4. **Open Session** (Opportunity to hear comments from the community – 3-minute limit)
5. **Approval of Final Payment to Redding Area Bus Authority (RABA) for FY 2024/2025 with County Match Funding***
6. **Approval of the Revised FY 2025/2026 Provider Allocation [Including All Amendments and Notice of Grant Award (NGA) Activity Summaries] to Reallocate Shasta Co. Title III B Transportation Funding to Dignity Health Connected Living***
7. **Correspondence:**
Incoming - None
Outgoing – Letter to RABA Requesting Verification of Final Reimbursements from PSA 2 AAA

8. Adjournment

*Indicates Board Action

Attachments:

Letter to RABA Requesting Verification of Final Reimbursements from PSA 2 AAA
Revised Title III B Transportation Funding Allocation for Shasta County

Department of Alcoholic Beverage Control
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE
ABC 211 (6/99)

State of California

96e

TO: Department of Alcoholic Beverage Control
1800 SUTTER ST
STE 450
CONCORD, CA 94520
(925) 655-6314

File Number: **670946**
Receipt Number: **3024629**
Geographical Code: **1800**
Copies Mailed Date: **July 28, 2025**
Issued Date:

DISTRICT SERVING LOCATION: CONCORD

First Owner: KISHOR, SURINDER
Name of Business: LEAVITT LAKE MARKET
Location of Business: 472-425 BUFFUM LN
SUSANVILLE, CA 96130-7763

County LASSEN

Is Premises inside city limits No **Census Tract: 0403.02**

Mailing Address:(If different from premises address) 8754 FREESIA DR
ELK GROVE, CA 95624

Type of license(s): 20 **Dropping Partner: Yes___ No X**

Transferor's license/name: 643350 / GOOD TIMES OAKLAND LP

| <u>License Type</u> | <u>Transaction Type</u> | <u>Master</u> | <u>Secondary LT And Count</u> | | |
|-----------------------------|--------------------------------|-----------------|-------------------------------|-------------|------------|
| 20 - Off-Sale Beer And Wine | PER/PRM | Y | | | |
| <u>License Type</u> | <u>Transaction Description</u> | <u>Fee Code</u> | <u>Dup</u> | <u>Date</u> | <u>Fee</u> |
| Application Fee | DBL TRF: PREMISES AND PERSON | NA | 0 | 07/28/25 | \$1,105.00 |
| Application Fee | FEDERAL FINGERPRINTS | NA | 2 | 07/28/25 | \$48.00 |
| Application Fee | STATE FINGERPRINTS | NA | 2 | 07/28/25 | \$78.00 |
| 20 - Off-Sale Beer And Wine | ANNUAL FEE | NA | 0 | 07/28/25 | \$490.00 |
| Total | | | | | \$1,721.00 |

Have you ever been convicted of a felony? **No**

Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the Department pertaining to the Act? **No**

STATE OF CALIFORNIA County of LASSEN

Date: July 28, 2025

Applicant Name(s)

KISHOR, SURINDER

RECEIVED

AUG -1 2025

JULIE BUSTAMANTE
LASSEN COUNTY

By  Deputy

Lassen Transit Service Agency

PETE HEIMBIGNER, Executive Director
Vacant, Transportation Planner



707 Nevada Street, Suite 4
Susanville, CA 96130

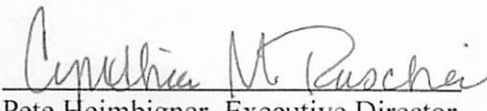
PHONE: 530 / 251-8305
FAX: 530 / 251-2675
lassentransportation.com

Date Posted: August 7, 2025

To: **THE LASSEN TRANSIT SERVICE AGENCY:**

Russ Brown, Vice Chair (City Council)
Mendy Schuster (City Council)
Dawn Miller (City Council)

Aaron Albaugh, Chair (Co. Supervisor)
Jason Ingram (Co. Supervisor)
Tom Neely (Co. Supervisor)


From: Pete Heimbigner, Executive Director

Subject: **REGULAR MEETING OF THE LASSEN TRANSIT SERVICE AGENCY**

The regular meeting of the **Lassen Transit Service Agency** has been scheduled for **Monday August 11, 2025, at 1:00 p.m.** at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

For those participating remotely:

Join Zoom Meeting <https://us06web.zoom.us/j/84290478805>

Meeting ID: 842 9047 8805

Passcode: 754939

One tap mobile +16694449171,,84290478805#

*754939# US +12532050468,,

84290478805#,,, *754939# US

The agenda is as follows:

Page (1) **CONVENE**

1.1 **Pledge of Allegiance**

1.2 **Agenda Approval:** Additions and Deletions

Motion Required

1. 1.3 **Minutes Approval:** June 23, 2025, Commissioners present: Albaugh, Ingram, Miller, and Neely.

Motion Required

(2) **CORRESPONDENCE / PUBLIC COMMENT**

2.1 **Correspondence:** None.

2.2 **Public Comment:**

Page (3) NEW BUSINESS

4. 3.1 **Request for Contract Amendment between Lassen Transit Service Agency (LTSA) and Paratransit Services (Paratransit)** By motion, review request and I) authorize staff to work with Caltrans to amend the current contract for Fiscal year 25/26 and the additional two 2-year option years through 2030; or provide other direction to staff.

Motion Required

7. 3.2 **Community Events Resolution:** By motion, adopt Resolution 25-004, approving 2025/2026 annual community events.

Motion Required

9. 3.3 **State of Good Repair Program:** By motion, adopt Resolution 25-005, approving project list for the 2025/2026 cycle of State of Good Repair Program

Motion Required

(4) OTHER BUSINESS

4.1 Reports by Executive Director and Staff:

- 5311 (f) report
- Hwy 139

13. 4.2 Report by Lassen Rural Bus Manager/Staff:

- Report on LRB activity
- Report of maintenance activity of the LRB fleet
- Report on condition of the fleet vehicle HVAC systems

4.3 Matters brought forth by the Agency:

Set date for the next Regular Agency Meeting: October 20, 2025

4.4 Adjourn

ITEMS SCHEDULED FOR FUTURE MEETINGS:

cc: Board of Supervisors (Aaron Albaugh, Gary Bridges, Tom Neely, Jason Ingram, Mike Scanlon); City Council members (Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish; Dawn Miller); Caltrans District 2 (Skip Clark, Kathy Grah, Michael Oguro, Kelly Zolotoff, Kimi Taguchi); Caltrans Susanville Office (Michael Battles); CHP (Lacey Carney); Lassen County (Pete Heimbigner, Cynthia Raschein, Christine del Llano, Julie Bustamante, Samantha McMullen, Regina Schaap, Barbara Longo, Michele Yderraga, Gaylon Norwood, Maurice Anderson); City of Susanville (Dan Newton, Bob Godman, Michael Bollinger); Lassen Rural Bus (Caleb Schortz, Wanda Gray, Christie Scheffer); Susanville Indian Rancheria (Russ Burriel, Tonya Smith); Lassen Land and Trails Trust; BLM (Stan Bales); Lassen County Times; KSUE/JDX; Lassen Senior Services (Penny Artz); Sierra Army Depot (Nancy Ostmeier); Lassen Community College (Carrie Camacho, Carrie Nyman, Roxanna Haynes; Daniel Williams); Lassen County Chamber of Commerce