



Town of Paradise

Planning Commission Meeting Minutes

6:00 PM – May 20, 2025

Town of Paradise Council Chamber – 5555 Skyway, Paradise, CA

CALL TO ORDER by Chair Holman at 6:00 p.m. who led the Pledge of Allegiance to the Flag of the United States.

PLANNING COMMISSIONERS PRESENT: Lynn Costa, Kim Morris, Zeb Reynolds (via Teams), Carissa Garrard (via Teams), and Chair Charles Holman

1. APPROVAL OF MINUTES

- 1a. **MOTION by Morris, seconded by Costa**, approved the Regular Meeting Minutes of March 18, 2025, Planning Commission meeting. Roll call vote was unanimous.

2. COMMUNICATION

- 2a. Community Development Director Susan Hartman provided an overview of recent Town Council actions including adoption of the Fire Hazard Severity Zone Map; adoption of the Butte County Wildfire Fire Preparedness Plan 2025; draft changes to the Municipal Code which would allow agricultural buildings in the AG 3/5 zones; and the appointment of Kate Anderson and Shawn Shingler as Planning Commissioners.

3. PUBLIC COMMUNICATION- None

4. CONTINUED PUBLIC HEARING- None

5. PUBLIC HEARING

- 5a. Community Development Manager Anne Vierra presented the site plan review permit to allow the rebuild of a 2-bedroom single family residence on a 0.26-acre parcel zoned Neighborhood Commercial (N-C) and reminded Commission and the applicant that if approved, there would be a 7-day appeal period before permits could be issued.

Chair Holman opened the public hearing at 6:12 p.m.

1. Applicant Tim Price spoke in favor of the item.

Chair Holman closed the public hearing at 6:13 p.m.

MOTION by Morris, seconded by Costa, approved the site plan review permit to allow the rebuild of a 2-bedroom single family residence on a 0.26-acre parcel zoned Neighborhood Commercial (N-C) as conditioned. Roll call vote was unanimous.

GENERAL CONDITIONS

1. If any land use for which a site plan review permit has been granted and issued is not established within three years of the use permit's effective date, the permit may become subject to revocation by the Town of Paradise.
2. Pay any applicable development impact fees prior to issuance of building permits for project construction in accordance with Paradise Municipal Code requirements.
3. Development on the property shall comply with the site development regulations outlined in Paradise Municipal Code (PMC) Section 17.20.400.
4. All residential development, subject to a building permit, shall maintain a minimum 5-foot property line setback.

CONDITIONS TO BE MET PRIOR TO ISSUANCE OF BUILDING PERMIT(S)

Construction codes

5. Complete the requirements of the Town Building Official & Fire Marshal regarding submittal of construction plans, building permit application, and all applicable town adopted construction code requirements.
6. Meet the requirements of PMC Section 8.58.060 including the use of noncombustible materials within 5 feet of the proposed structure.

Grading and Drainage

7. If disturbing more than 50 cubic yards of soil outside of the building footprint, secure a grading permit and meet the requirements of the Engineering Division and the attached grading guidelines.
8. Submit Erosion and Sediment control plan for review by the Engineering Division.

Site Development

9. Submit site plan to the Engineering Division for approval **prior to** building permit issuance (site plan must show all grading as required per Town Municipal Code Section 15.02.150.1 - Section J104.2, including, but not limited to: finished floor, finished grade, contours, slopes, limit of grading, cut/fill, grades, etc.). Show slopes and limits of grading near building (include flow direction arrows, slope percentage, what is existing, and delineate any cut/fill).

Sanitation

10. Complete the requirements of the Town Onsite Sanitary Official concerning evaluation of the wastewater system. If deemed failed, secure permits for the repair or replacement of the system.

**CONDITIONS TO BE MET PRIOR TO FINAL BUILDING INSPECTION AND
CERTIFICATE OF OCCUPANCY**

Utilities

11. Meet the requirements of the Paradise Irrigation District (PID) regarding any required water meter upgrade and backflow prevention assembly, in accordance with the written comments from PID staff dated November 21, 2024 and on file with the Town Development Services Department.
12. Provide evidence that the Paradise Irrigation District water advisory has been lifted for the property.

Site Development:

13. Any work associated with repairing or replacing the driveway encroachment requires the issuance of an encroachment permit from the Town Public Works Department.
14. Approved numbers or addresses shall be placed on the building above the doorway, or in such a position as to be visible from the street or road fronting the property.
15. Meet the requirements of the Town Onsite Sanitary Official with regard to any issued permits to repair or replace the septic system, if any.

6. OTHER BUSINESS

- 6a. Chair Holman presented a Resolution of Appreciation recognizing Planning Commissioner Costa for her years of service.

MOTION by Morris, seconded by Chair Holman, adopted Resolution No. 2025-03 "A Resolution of the Paradise Planning Commending Lynn Costa for her Service to the Town of Paradise." Roll call vote was unanimous.

7. COMMITTEE ACTIVITIES- None

8. COMMISSION MEMBERS

- 8a. Community Development Director Susan Hartman reviewed future agenda items including zoning changes for livestock, laydown yard temporary use permits, and a use permit for the Children's Community Charter School.

9. ADJOURNMENT

Chair Holman adjourned the meeting at 6:21 p.m.

Date Approved: June 17, 2025

By:

Attest:

_____/s/_____
Chair Holman

_____/s/_____
Melanie Elvis, Town Clerk