



Town of Paradise

Planning Commission Meeting Minutes

6:00 PM – July 21, 2026

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: Kate Anderson, Carissa Garrard joined via Teams at 6:09 p.m., Shawn Shingler and Charles Holman, Chair

PLANNING COMMISSIONERS ABSTENT: Zeb Reynolds

1. APPROVAL OF MINUTES

- 1a. **MOTION by Reynolds, seconded by Garrard**, approved the Regular Meeting Minutes of June 16, 2026, Planning Commission meeting. AYES: Shingler and Chair Holman; NOES: None; ABSENT: Garrard, and Reynolds; ABSTAIN: Anderson

2. APPOINTMENT OF PLANNING COMMISSION CHAIRMAN AND VICE CHAIRMAN FOR THE 2025/26 FISCAL YEAR

- 2a. Deputy Town Clerk Jacquelyn Perazzo opened nominations for the position of Chair for the 2026/2027 Fiscal Year.

Commissioner Anderson nominated Holman for Chair.

MOTION by Anderson, seconded by Shingler, closed the nominations. All concurred. Roll call vote to elect Charles Holman to service as Chair for the 2026/2027 Fiscal Year was AYES: Anderson, Holman and; Shingler; NOES: None; ABSENT: Garrard, and Reynolds; ABSTAIN: None

- 2b. Deputy Town Clerk Jacquelyn Perazzo opened nominations for the position of Vice Chair for the 2026/2027 Fiscal Year.

Kate Anderson was nominated to serve as Vice Chair:

MOTION by Shingler, seconded by Holman, closed the nominations. All concurred. Roll call vote to elect Kate Anderson to service as Vice Chair for 2026/2027 Fiscal Year was AYES: Anderson, Holman and; Shingler; NOES: None; ABSENT: Garrard, and Reynolds; ABSTAIN: None

3. PUBLIC COMMUNICATION

- 3a. Community Development Director, Susan Hartman Community Development Director Susan Hartman provided an overview of recent Town Council actions, including the 2026/2027 Budget adoption, the 2045 General Plan update, an addendum to the Hope Plaza agreement,

Opportunity Zone applications, and the approval of the State Advocacy Platform.

4. CONTINUED PUBLIC HEARING – None

5. PUBLIC HEARING

- 5a. Melissa Frausto, Associate Planner, provided an overview of the West Family Homes Conditional Use Permit site plan and property, and mentioned that there would be a 7-day appeal period if approved.

Chair Holman opened the public hearing at 6: 20 p.m.

Chair Holman closed the public hearing at 6:20 p.m.

MOTION by Anderson, seconded by Holman, approved the West Family Homes Conditional Use Permit (PL-UPE-26-0002): to reestablish a legal nonconforming multi-family land use consisting of two (2) duplexes (each 1bedroom/1-bathroom units), located at 5897 Oliver Road, Paradise, California 95969 and identified by Assessor's Parcel Number (APN): 052170-037, with condition #10 being improved for the driveway. AYES: Anderson, Garrard, Holman and; Shingler; NOES: None; ABSENT: Reynolds; ABSTAIN: None

CONDITIONS OF LAND USE

1. If any land use for which a Conditional Use Permit has been granted and issued is not established within three years of the Conditional Use Permit's effective date, the Conditional Use Permit may become subject to revocation by the Town of Paradise.
2. The property owner shall comply with all other State and local Code provisions, including those of the Town of Paradise's Building Division, Public Works & Engineering Department, Fire Department, and Onsite/Wastewater Department. The property owner is responsible for contacting these departments to verify the applicable requirements and need for any permits.
3. Any changes to the Site, as described in these documents, shall be subject to review by the Planning Director to determine substantial conformance with these documents. Minor changes may be approved administratively by the Town Planning Director upon submitting a written request for such changes if the requested changes are consistent with the overall intent of the project, and its approval action. Any requested changes deemed by the Planning Director to be major or significant shall require a formal CUP modification review by the Planning Commission and the payment of the appropriate processing fees.
4. Secure Design Review approval of architectural design for the proposed project and for the establishment of any new identification sign structures and maintain the property in a manner consistent with the Town of Paradise Design Standards. Any future additions, alterations, or modifications to the buildings, including but not limited to the installation of any new lighting, changes to paint colors, or exterior

building modifications, shall require the submittal and approval of a new Design Review Application. No such work shall commence until the Town of Paradise has granted Design Review approval verifying compliance with the PMC Section 17.41.400 - DESIGN REVIEW APPROVAL and Design Review and Town's design standards.

5. The property owner shall secure and maintain service connections from all designated public utility providers serving the Site for the duration of the land use.

6. The Site shall at all times comply with PMC Chapter 5.58 - DEFENSIBLE SPACE AND HAZARDOUS FUEL MANAGEMENT.

7. All outdoor lighting shall be downlighted, design and positioned in a manner so as not to unreasonably illuminate or cause glare onto adjacent or nearby streets and/or properties.

8. All fencing and screening shall be in compliance with PMC Section 17.06.600 - YARD AND BUILDING/STRUCTURE SETBACK REGULATIONS. All perimeter fencing shall be maintained and replaced as needed.

9. The property owner shall maintain any and all structures, improvements, access routes, and landscape features, within their control, in a clean and safe condition.

10. At no time shall the approved impervious coverage exceed 9,900 square feet unless the zoning district development regulations governing this parcel are amended to allow such.

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

GENERAL

11. Pay any applicable development impact fees prior to issuance of building permits for project construction in accordance with Paradise Municipal Code Requirements.

12. Apply for and secure approval of a Stormwater Post Construction Plan for a Regulated Project through the Town Engineering Division.

SANITATION

13. Apply for, and secure, the required Onsite Wastewater Division permit(s) to abandon the existing septic system(s) and install a new system to meet the requirements of the Town Onsite Sanitary Official for the septic system serving the multi-family dwellings.

ROADS AND ACCESS

14. Deed 30 feet from the center of the Oliver Road right-of-way in a manner deemed satisfactory to the Town Engineer or provide a recorded document showing that this requirement has been met.

**CONDITIONS TO BE MET PRIOR TO FINAL BUILDING INSPECTION AND
OCCUPANCY SITE DEVELOPMENT**

15. Submit landscaping plans to the Planning Division in accordance with Paradise Municipal Code requirements consisting of a minimum of 10 percent of the developed area and install approved landscape materials in a manner deemed satisfactory to the Town Planning Director. Landscaping shall be focused in areas that would obscure the view of the structures plainly visible from nearby public roads. Installation of required landscape materials may be guaranteed by a bond (or a similar financial instrument) for a limited additional period of time determined by the Planning Director to be appropriate (ex: 90 days). Landscape Plans shall be designed in accordance with the requirements of the State of California Model Water Efficient Landscape Ordinance (MWELO). No 4-way (close-in) inspection on any structure shall receive approval prior to landscape plan submittal, and no final building inspection or occupancy shall be permitted until the landscape plans for the project have been formally approved by the Town of Paradise and landscape materials have been installed (or bonded to guarantee installation).

16. In accordance with PMC Section 12.08.130 - Display of addresses, approved numbers or addresses shall be displayed upon the building or land in such a manner as to be visible 17 from the street or road upon which the land or building fronts and minimum height of numbers to be used shall be three (3) inches and of contrasting color from the basic background. Display of address shall be posted at the time of the final inspection and maintained continuously thereafter.

17. Complete frontage improvements along Oliver Road as directed by the Town Engineer.

18. All work within the public right-of-way is subject to Town issuance of an encroachment permit. Applicant shall secure an encroachment permit from the Town of Paradise Public Works Department, Engineering Division.

19. Building facades and colors shall be in conformance with an approved Architectural Design Review elevation.

20. At least two (2) days prior to conducting any underground construction, the Applicant must notify all utility companies by calling Underground Service Alert (USA) at 1-800-642-2444.

21. Secure the issuance of a tree felling permit before the felling of any qualifying trees onsite if required.

SANITATION

22. Complete construction and installation of the Town reviewed and approved sewage treatment and disposal system. Installation shall meet the standards of the Town Onsite Sanitary Official.

6. OTHER BUSINESS – None

7. COMMITTEE ACTIVITIES – None

8. COMMISSION MEMBERS

- 8a. Future agenda items for September, a potential subdivision and a General Plan update for October.

9. ADJOURNMENT

Chair Holman adjourned the meeting at 6:27 p.m.

Date Approved: August 18, 2026

By:

Attest:

_____/s/_____
Charles Holman, Chair

_____/s/_____
Jacquelyn Perazzo, Deputy Town Clerk