



**SHASTA LAKE PLANNING COMMISSION**  
**REGULAR MEETING AGENDA**  
**SEPTEMBER 4, 2025**  
**6:00 P.M.**

**Shasta Lake City Council Chambers**  
4488 Red Bluff Street ■ Shasta Lake, CA 96019

**Chair:** Darlene Brown

**Vice Chair:** Cherrel Kirkland

**Planning Commissioners:** Jeff Bowman, Gracious Palmer, Randy Trotter

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**OTHER WAYS TO PARTICIPATE IN THE MEETING**

- Watch a livestream of the meeting online or view the recording any time after the meeting concludes at the following: [cityofshastalake.gov/meetings](http://cityofshastalake.gov/meetings)
  - Submit public comment electronically before the meeting to: [claam@cityofshastalake.gov](mailto:claam@cityofshastalake.gov). Public comments by email will be read into the record during consideration of the item the comment addresses. Each public comment will be limited to three minutes of reading. Include the item number you are commenting on in the subject line of the email. Once the vote has taken place on an item, no additional public comments will be accepted.
  - Submit public comment by mail addressed to City Clerk, City of Shasta Lake, PO Box 777, Shasta Lake, CA 96019. Mailed comments must be received one day prior to the meeting to be included.
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**1.0 6:00 PM CALL TO ORDER – REGULAR MEETING**

**1.1** Statement for the record of Planning Commissioners Present

**1.2** Pledge of Allegiance

**2.0 APPROVAL OF PLANNING COMMISSION MEETING MINUTES**

**2.1** Approval of Minutes for the Planning Commission Regular Meeting of August 7, 2025. (pg. 3)

**3.0 PUBLIC COMMENT - for non-agendized matters within the City's jurisdiction.**

*Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the perview of the Planning Commission. Pursuant to The Brown Act, the Planning Commission cannot take action on Public Comment Items.*

**4.0 PLANNING COMMISSION REGULAR AGENDA**

**4.1 Consideration and Recommendation to City Council re: Policy to Facilitate Housing Development in Fire Hazard Severity Zones (pg.5):**

The City of Shasta Lake must identify adequate sites for housing development across all income levels and remove constraints to housing development where feasible. The majority of the city is also located within high fire hazard severity zones, which identify potential wildfire risks and trigger fire-safe building and development requirements. State housing laws may limit the City's ability to address specific safety issues in ministerial project review in high fire hazard zones. If adopted, the policy would establish initial guidance on balancing wildfire risk concerns with local obligations to support streamlined housing development review.

**Requested Action(s):** Commission review of all information, and possible recommendation to the City Council.

## **5.0 PUBLIC HEARING**

**5.1** None

## **6.0 COMMUNICATIONS / REPORTS**

**6.1** Planning Commissioner's Reports

**6.2** City Staff Reports

**6.3** Information Items

## **7.0 ADJOURNMENT**

*Meetings are broadcast on the Wednesday following the meeting at 6:00 PM and the following Friday at 2:00 PM on Charter Channel 181. Videos of meetings are also available through the City website:*

*[www.cityofshastalake.gov](http://www.cityofshastalake.gov)*

*In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call (530) 275-7407. Notification 48 hours prior to the meeting is requested to enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).*



**SHASTA LAKE PLANNING COMMISSION**  
**REGULAR MEETING MINUTES**  
**August 7, 2025**  
**6:00 P.M.**

**Shasta Lake City Council Chambers**  
4488 Red Bluff Street ■ Shasta Lake, CA 96019

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**1.0 6:00 PM CALL TO ORDER – REGULAR MEETING**

- 1.1 Chair Brown** stated for the record that all Planning Commissioners were present.
- 1.2 Commissioner Palmer** led the Pledge of Allegiance

**2.0 APPROVAL OF PLANNING COMMISSION MEETING MINUTES**

- 2.1 A motion was made/seconded (Kirkland/Palmer) and passed to Approve Minutes for June 5, 2025, Planning Commission Meeting**

**3.0 PUBLIC COMMENT PERIOD - for non-agendized matters within the City’s jurisdiction.**

- 3.1** There was no public comment.

**4.0 PLANNING COMMISSION REGULAR AGENDA**

- 4.1** None

**5.0 PUBLIC HEARING**

- 5.1 Use Permit 23-03, for the construction and operation of a 7-Eleven convenience store and fueling station, filed by VAI, Mike Singelyn (continued from June 5, 2025, regular meeting and July 17, 2025, special meeting).**

*Chair Brown recused herself due to statements previously made.*

Mike Singelyn, 7-Eleven presenter  
Russ Wenham, GHD presenter  
Will Bond, City of Shasta Lake Engineer

Public Comment

Anthony Blake, Shasta Lake Resident  
Barbara Lynn, Shasta Lake Resident  
Sonia Randhawa, Shasta Lake Business Owner  
Jaskaran S. Sahota, Shasta Lake Business Owner  
Verdeep Gill, Shasta Lake Business Owner  
Jaspreet Gill, Shasta Lake Business Owner

**A motion was made/seconded (Trotter/Bowman)** and carried unanimously; the item was approved as conditioned.

**5.2 Use Permit 20-01, Cascade Village -Amendment to Use Permit – Fall River**

John Hutchings, Fall River Brewing Company presenter

Public Comment

Janice Powell, Shasta Lake Resident

**A motion was made/seconded (Palmer/Trotter)** and carried; the item was approved.

**5.3 Rezone 23-01 – Interim Zoning Ordinance Extension**

Public Comment

Janice Powell, Shasta Lake Resident

**A motion was made/seconded (Kirkland/Palmer)** and carried; the item was approved.

**6.0 COMMUNICATIONS / REPORTS**

**6.1** Planning Commissioner’s Reports

**6.2** City Staff Reports

**6.3** Information Items

**7.0 ADJOURNMENT:** With no further business, Chair Brown adjourned the meeting at 8:24 pm.

***APPROVAL DATE: September 4, 2025***

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**Charity Tatlow, CMC**  
City Clerk



# CITY OF SHASTA LAKE

PLANNING COMMISSION MEETING  
STAFF REPORT  
September 4, 2025

**Staff Assigned:** Jim Hamilton, Planner (Annuitant)

<b>Project</b>	Consideration and Recommendation to City Council re: Policy to Facilitate Housing Development in Fire Hazard Severity Zones
<b>File</b>	Z 23-01
<b>Assessor's Parcel #</b>	Citywide
<b>Location</b>	Citywide City of Shasta Lake
<b>Applicant</b>	
<b>Property Owner</b>	N/A
<b>Representatives</b>	Jim Hamilton, Planner (Annuitant)
<b>Applicable Legal Authority</b>	State Planning and Zoning Act (Government Code) Sections 65858 and California Government Code Sections 65100, et seq
<b>Environmental Determination:</b>	Exempt pursuant to CEQA Guidelines Section 15168 (c)(2)

## SUMMARY

The City of Shasta Lake is required by state law to identify adequate sites for housing development across all income levels and to remove constraints to housing development where feasible. At the same time, the majority of the city has been designated by CAL FIRE as within VHFHSZs, which introduces significant wildfire risk and triggers enhanced building and planning requirements. At the same time, multiple housing laws intended to support housing development, including Government Code §65852.2 and others, limit the ability to deny housing projects in high fire hazard zones without project-specific safety findings. The proposed policy provides a first step toward balancing wildfire risk concerns, with the City's obligation to support streamlined housing development opportunities.

## STAFF RECOMMENDATION

Staff recommends that the Commission review the information in the staff report and presentation, consider the testimony provided during the hearing, and, if determined appropriate, recommend adoption of the policy by the City Council.

## **RECOMMENDED MOTION**

*“I move the Planning Commission recommend that the City Council adopt the policy resolution, to provide direction on residential development review in the adopted Fire Hazard Severity Zones.”*

## **BACKGROUND:**

In 2024, CALFIRE released updated Fire Hazard Severity Zone maps affecting the city. These maps identify areas at high risk of wildfire, which, in turn, trigger specific building and development requirements under California law. The city has adopted the maps as required by state law, and based on these maps, approximately 87% of the land in the city is located within the High (HFHSZ) and Very High Fire Hazard Severity Zones (VHFHSZ). Alternatively, SB 35, SB 9, and other housing laws require the city to *remove* constraints to housing production where possible, place limits on the city’s ability to deny or modify certain residential projects and also require streamlined permitting processes for the projects.

As a result, the City must work to ensure that new development complies with applicable fire safety standards while also applying ministerial permitting requirements which limit flexibility to require project-specific compliance for affordable housing and accessory unit development.

The proposed resolution would establish Council direction to address the following issues:

1. Support continued housing development, including affordable housing development, in High and VHFHSZ areas, subject to compliance with fire-safe development standards and General Plan policy direction.
2. Support streamlined ministerial permitting for qualifying projects based on compliance with objective design and development standards (ODS) and fire-safe mitigation measures.
3. Support the continued pursuit of grant funding (when available), to benefit fire-safe development practices. This will also include providing support to the Shasta County Fire Safe Council to establish countywide programs embedding wildfire-resilient design in new development.

The draft policy reflects Council direction relative to objective wildland urban interface (WUI) development standards. These provisions incorporate the General Plan Safety Element and state law direction to reduce wildfire risk through building hardening, fuel modification, compliant access, and adequate water supply prior to map/permit issuance.

## **ENVIRONMENTAL DETERMINATION**

On November 1, 2022, the City Council certified the Final Program Environmental Impact Report (FEIR) for the 2040 General Plan Update. The proposed policy is within the scope of the Findings of Fact and the adopted Mitigation Measures in the FPEIR. The staff has determined (pursuant to CEQA Guidelines Section 15168 (c)(2)) that the substantive provisions

of the California Environmental Quality Act (CEQA) have been satisfied, and no further CEQA documentation is necessary.

## **ALTERNATIVES**

Alternatives to the recommended action include the following:

1. **Recommend that the proposed policy NOT be adopted.** This action, if sustained by the City Council, would result in the policy *not* being adopted. The staff will continue to interpret and apply the provisions of state law and General Plan policy.
2. **Continue the public hearing for additional information until the next scheduled Commission meeting.**

## **ATTACHMENTS**

- Attachment 1 – Recommended Planning Commission Resolution
- Attachment 2 – Current Wildland-Urban Interface Development Standards in Local Responsibility Areas (LRAs)
- Attachment 3 - How Wildland-Urban Interface (WUI) standards are applied in Shasta Lake
- Attachment 4 - Adopted Fire Severity Zones Map

**ATTACHMENT 1 - Recommended Planning Commission Resolution**

**RESOLUTION NO. PC 2025-XX**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SHASTA LAKE  
RECOMMENDING THE CITY COUNCIL ADOPT A POLICY TO FACILITATE HOUSING  
DEVELOPMENT IN THE HIGH and VERY HIGH FIRE HAZARD SEVERITY ZONES**

WHEREAS the City of Shasta Lake is required by California Housing Element Law (Gov. Code §§65580–65589.11) to identify adequate sites for housing at all income levels and to remove governmental constraints to housing development; and

WHEREAS the Housing Crisis Act of 2019 (Gov. Code §66300) prohibits local governments from reducing residential capacity or imposing new constraints that would limit housing opportunities; and

WHEREAS Gov. Code §66300(e)(4) provides that §66300 does not apply to a “housing development project located within a Very High Fire Hazard Severity Zone,” as defined in Gov. Code §51177(i); and §66300(e)(3) confirms that jurisdictions may adopt mitigation measures necessary to comply with CEQA and State Fire Safe Regulations for public safety and environmental protection.

WHEREAS the majority of the City, as reflected in Ordinance CC-2025-306, has been designated as High or Very High Fire Hazard Severity Zones (VHFHSZ) by the California Department of Forestry and Fire Protection (CalFire) pursuant to Public Resources Code §4201 et seq.; and

WHEREAS development in designated fire hazard severity zones subject to enhanced fire safety standards under California Building Standards Code, Title 24, Part 2, Chapter 7A, and defensible space requirements under Public Resources Code §4291; and

WHEREAS, state law, including Gov. Code §65852.2, limits local authority to prohibit certain housing, including Accessory Dwelling Units (ADUs) located in VHFHSZ areas, unless specific safety findings are made; and

WHEREAS the City seeks to balance public safety with its obligation to affirmatively further fair housing and meet its Regional Housing Needs Allocation (RHNA) obligations.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Shasta Lake Planning Commission :

The Planning Commission hereby recommends that the City Council adopt the following development policy direction related to development in designated Fire Hazard Severity Zones:

### **Section 1. Application of Policy**

1. Housing development, proposed on an existing lot, should be permitted within all fire hazard severity zones, provided that such development complies with applicable fire safety standards and mitigation measures as identified in this policy.
2. The City will not use a fire hazard severity designation solely as the basis to reduce housing capacity or deny housing opportunities.
3. The City establishes these measures as objective local development standards and determines that they are at least as effective as the California Board of Forestry's Fire Safe Regulations for development within local responsibility areas.
4. Where the requirements of state law or local ordinance within any designated fire hazard severity zone(s) are modified, such action must also modify the policies reflected in this resolution. The more restrictive provision must apply when a conflict exists between this policy and state law or local ordinance.

### **Section 2. Implementation of development standards and required mitigation.**

1. This policy is applicable to housing development within designated high and very high fire hazard severity zones of the city, except when preempted by state law.
2. These standards and measures must be considered as objective design and development standards for any project utilizing ministerial housing and/or affordable housing processes as established by state law and local regulation.
  - a. Fire-Safe Design Standards
    - i. All new residential development in the fire hazard severity zones, including accessory dwelling units, must comply with California Building Code Chapter 7A and defensible space requirements under Public Resources Code §4291.
  - b. Financial and Technical Assistance
    - i. When feasible based on staff resources and potential funding availability, the City Manager or designee will pursue state and federal funding to support fire-safe development of housing within the city and/or work with Shasta County Fire Safe Council on establishing programs for countywide efforts.

c. Project Access, Infrastructure, and Maintenance

- i. All projects must ensure adequate emergency vehicle access to homes and open space areas within the development, water supply for firefighting activities, and designated evacuation routes, consistent with Gov. Code §65302(g).
- ii. For subdivisions or housing developments of 30 or more units, the applicant must prepare a scenario-based evacuation analysis demonstrating route capacity, safety, and viability and identifying evacuation locations per Gov. Code §65302.15.
- iii. Prior to final map recordation for subdivisions or building permit issuance for housing developments, of 30 or more units, permittees must record an Operations & Maintenance Plan and establish required funding sources (via CC&Rs/CFD/LMD as applicable) for annual defensible-space, fuel-break upkeep, private-road maintenance, and hydrant/booster testing, as applicable.
- iv. Based on the particular circumstances of a project, including slope, accessibility, infrastructure proximity, and existing development patterns, alternative measures that provide equivalent fire-safe benefit to existing and future residents will be considered by discretionary permit.

d. Monitoring and Reporting

- i. The City will track affordable housing approvals within fire hazard severity zones in the city, and report annually, consistent with the requirements of the Department of Housing and Community Development.

**DULY PASSED AND ADOPTED** this 4th day of September 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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**DARLENE BROWN, Chair**

Planning Commission, City of Shasta Lake, State of California

**ATTEST:**

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**JESSACA LUGO, City Manager**

## **ATTACHMENT 2 - Wildland-Urban Interface (WUI) Standards**

Under California state law and the Public Resources Code, new development in Fire Hazard Severity Zones, especially within cities and other Local Responsibility Areas (LRAs), must comply with a comprehensive set of Wildland-Urban Interface (WUI) standards.

These standards are designed to reduce wildfire risks through the application of building codes, vegetation management practices, and defensible space requirements. Here are the current requirements:

### **Key Legal and Regulatory Frameworks**

1. California Building Code (CBC), Chapter 7A. Applies to all new buildings and mandates:
  - Use of ignition-resistant materials for exterior walls, roofs, eaves, vents, and decks.
  - Fire-rated construction methods to resist ember intrusion and flame exposure.
2. California Fire Code, Chapter 49. Provides minimum requirements for:
  - Defensible space around structures.
  - Fire protection plans for new developments.
  - Vegetation management and long-term maintenance.
3. California Residential Code, Section R337. Mirrors Chapter 7A requirements for residential buildings.
4. Public Resources Code §§ 4201–4204 & Government Code §§ 51175–51189. These sections govern the designation of fire hazard severity zones and the application of WUI standards.
5. California Code of Regulations, Title 14, SRA/Fire Safe Regulations. Enforced by the Shasta Lake Fire Protection District and the City, these regulations require:
  - Adequate emergency access and egress.
  - Adequate water supply for firefighting.
  - Minimum road design standards and signage.
  - Vegetation clearance and defensible space.

### **Requirements for Development in the HFHSAs and VHFHSZs**

- Building Materials: Must be ignition-resistant and comply with CBC Chapter 7A.
- Defensible Space: Minimum 100 feet clearance from structures, per PRC §4291.

- Fire Protection Plans: These are required for subdivisions and large developments and include wildfire risk assessments and mitigation strategies.
- Vegetation Management: Ongoing maintenance is required before final building permit approval.
- Access and Egress: Roads must meet width and grade standards to allow emergency vehicle access.
- Local Ordinances: Cities can adopt stricter standards than the state minimums but must certify them with the Board of Forestry if they wish to supersede state regulations.

## **Upcoming Changes**

- Beginning on January 1, 2026, all WUI provisions will be consolidated into a new California Wildland-Urban Interface Code in Part 7 of Title 24, streamlining regulations from CBC Chapter 7A, Fire Code Chapter 49, and Residential Code Section R337.

## **ATTACHMENT 3 - How Wildland-Urban Interface (WUI) standards are applied in Shasta Lake**

New development within High (HFHSZ) and Very High Fire Hazard Severity Zones (VHFHSZs) is subject to state-level Wildland-Urban Interface (WUI) standards, Shasta Lake General Plan policies, and local ordinances. Generally, here's how these are applied:

### **State-Level Requirements (Applicable in Shasta Lake)**

1. California Building Code (CBC) Chapter 7A. All new buildings in VHFHSZs must use ignition-resistant materials for roofs, walls, eaves, vents, and decks. These standards are mandatory for:
  - Residential and commercial structures.
  - Accessory buildings within 50 feet of habitable structures.
2. Public Resources Code §4291. Requires 100 feet of defensible space around structures, including vegetation clearance and maintenance.
3. California Fire Code Chapter 49. Mandates defensible space, emergency access, water supply, and vegetation management for fire safety.

### **Requirements in Shasta Lake**

The City of Shasta Lake has officially adopted the Fire Hazard Severity Zone (FHSZ) map established by the California Board of Forestry and Fire Protection. This map is maintained at City Hall and the Shasta Lake Fire Protection District.

- Building Standards Code Adoption

The city has adopted the California Building Standards Code, including all relevant updates and amendments, meaning Chapter 7A and related WUI provisions are enforced.

- Discretionary Permit and Plan Review Requirements
  - Detailed plan reviews.
  - Compliance with fire-safe construction and development standards.
  - Compliance with General Plan public safety policies.
  - Additional review fees if plans are incomplete or revised.

## **New Development in Shasta Lake**

If you're planning new development in a designated fire hazard severity zone within Shasta Lake:

- The project must use WUI-compliant materials and construction methods.
- The project must maintain defensible space and follow vegetation management rules required by state law.
- The project will be reviewed for compliance with CBC Chapter 7A, PRC §4291 and local ordinances.
- Discretionary approvals (e.g., use permits, subdivisions, plan developments, etc.) are also reviewed for compliance with the policies of the General Plan and the Local Hazard Management Plan.
- The project applicant needs to coordinate with the Shasta Lake Fire Protection District and the City for fire safety planning.

# ATTACHMENT 4 - Adopted Fire Hazard Severity Zones

