

SIERRA COUNTY

Department of Planning and Building Inspection

P.O. Box 530

Downieville, California 95936

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Brandon W. Pangman
Director

NOTICE OF ADMINISTRATIVE HEARING

March 31, 2025

10:00 a.m.

NOTICE IS HEREBY GIVEN that the Sierra County Administrative Hearing Officer will conduct the following public hearings at 10:00 a.m. on Monday, March 31, 2025, in the Sierra County Planning Department, Sierra County Courthouse Annex, 101 Courthouse Square, Downieville, CA. Interested persons are urged to attend.

- 1737 Torelli Applicant Initiated Parcel Merger: The project involves a parcel merger between two (2) adjacent legal lots, a 0.10 acre and a 0.16 acre lot in the unincorporated community of Calpine. The proposed merger would combine Lots 3 and 4 as shown on Maps & Surveys, Book 1, Page 14 (Calpine Unit No. 1 subdivision, 1939), for a combined total size of approximately 0.26 ac. Lot 4 (APN 012-103-004) is developed with a single-family residence and onsite septic system; and Lot 3 (APN 012-103-004) is currently vacant with no structures. This project is eligible for Categorical Exemption under Section 15305 (Class 5) of CEQA.
- 1738 Billingsley Travel Trailer Special Use Permit: The proposed project is a Special Use Permit for temporary occupancy of a travel trailer while constructing a single-family residence on the property. The project site is located at 915 Sunrise Creek Road (APN 023-150-030) on a 10.45-acre parcel within a Rural Residential One Family District in Verdi, CA. This project is determined to be exempt under CEQA Guidelines Sections of California Code of Regulations (CCR), Title 14, 15303 (Class 3) and 15304 (Class 4 Categorical Exemption) as well as Sierra County Code (SCC § 38.05.050(C)(1)).

This meeting will be open to in-person attendance and available to the public via teleconference. The public may observe and provide public comments during the hearing by using the Microsoft Teams options below:

By Phone (audio only): +1 323-892-2486 | **Access Code:** 377862266#

By Computer/Mobile Device: <https://tinyurl.com/SCPD3312025/> **Meeting ID:** 299 405 269 065
Passcode: H4JR3P29

Additional information, maps, staff report/recommendation and other supporting information will be made available one (1) week prior to the scheduled hearing on the Sierra County website at: www.sierracounty.ca.gov/AgendaCenter or by contacting the Planning Department. Persons interested in this matter scheduled before the Administrative Hearing Officer are urged to attend or provide written comments. The Administrative Hearing Officer will consider all verbal testimony during the public hearing and all written comments received prior to the posted hearing date. Send all written comments or requests for additional information to the Sierra County Planning Department at: 101 Courthouse Square / P.O. Box 530, Downieville, CA 95936 or via e-mail to: planning@sierracounty.ca.gov, Attn: Administrative Hearing Officer, and please clearly reference the entitlement application or project that is the subject of your comments.

If you challenge any action or decision of the Administrative Hearing Officer in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or raised within written correspondence delivered to the Administrative Hearing Officer conducting the hearing at, or prior to, the public hearing and made a part of the administrative record of proceedings.

Dated: March 10, 2025 | Published: March 13, 2025 | Posted: March 10, 2025



Planning Department Staff Report & Recommendation

March 31, 2025

Administrative Hearing

Project: Torelli Applicant Initiated Parcel Merger (AIPM)
File: 1737
Staff Rec.: 1268
Request: Parcel Merger
Location: 103 Coates Avenue, Calpine
APNs: 012-103-004
Planner: Ashley Powell

<u>Property Owner</u>	<u>Applicant</u>
Cynthia Torelli 103 Coates Ave. Calpine, CA 96124	Same

Summary Staff Recommendation

Staff recommends that the Administrative Hearing Officer *approve* the proposed Parcel Merger subject to the findings and conditions of approval contained in this report.

Project Description

The Applicant is requesting an:

- Applicant-Initiated Parcel Merger (ref., SCC 23.24)

The project involves a parcel merger between two (2) commonly owned adjacent legal lots, a 0.10 acre and a 0.16 acre lot in the unincorporated community of Calpine. See **Figures 2a and 2b**. The proposed merger would combine Lots 3 and 4 as shown on Maps & Surveys, Book 1, Page 14 (Calpine Unit No. 1 subdivision, 1939) both owned by Cynthia Torelli, for a combined total size of approximately 0.26 ac. Lot 4 (APN 012-103-004) is developed with a single-family residence and onsite septic system; and Lot 3 (APN 012-103-004) is currently vacant with no structures. See **Exhibit 2** for Proposed Parcel Merger Map.

Background & Setting

The project site is located at 103 Coates Avenue in Calpine.

Cynthia Torelli (applicant) applied for a parcel merger on January 7, 2025. Since 1953, this parcel has had one Assessor Parcel Number but includes 2 legal lots, lots 3 and 4, from the Calpine Unit No. 1 subdivision map recorded in 1939 at Maps and Surveys Book 1 Page 18 (see **Exhibit 2 and 3**). This merger will allow the owner, who owns both lots, to upgrade the currently failing septic system to be installed on the adjacent parcel. Additionally, the applicant also owns the lot to the south, APN 012-103-003 at 105 Coates Avenue.

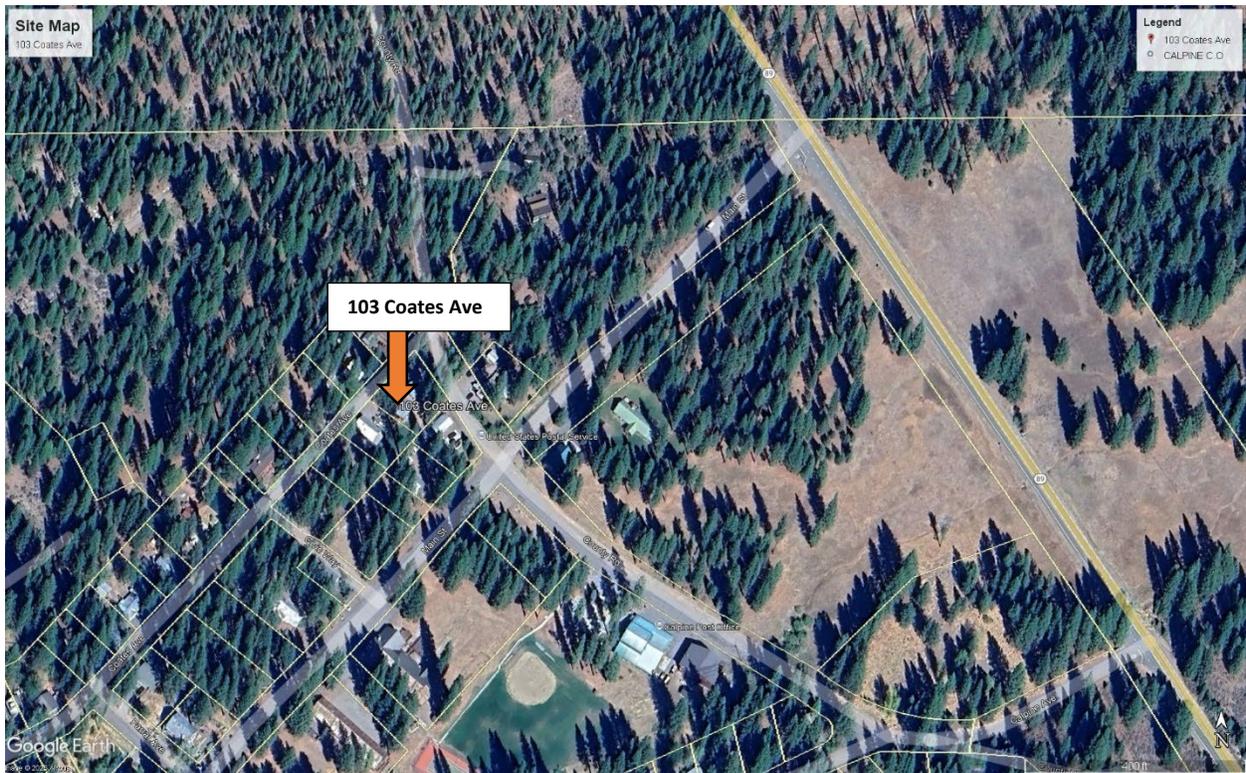


Figure 1: Location and Site Maps for 103 Coates Avenue, Calpine

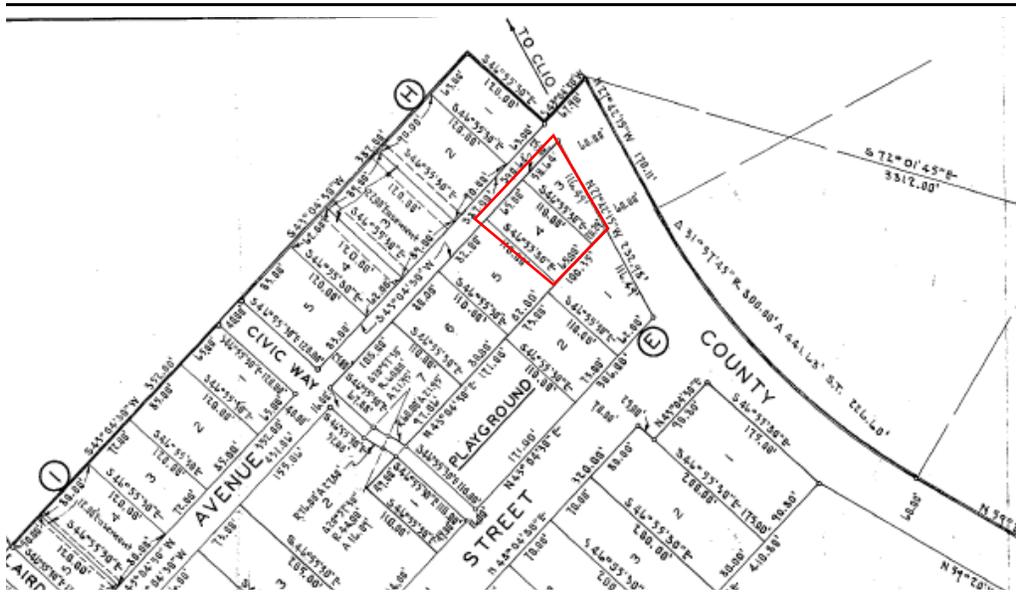


Figure 2a: Zoomed in on Calpine Unit No. 1 subdivision (M.S. Book 1, Page 14), 1939- Box indicating Lots 3 and 4 of APN 012-103-004. Exhibit 3 contains the full map.

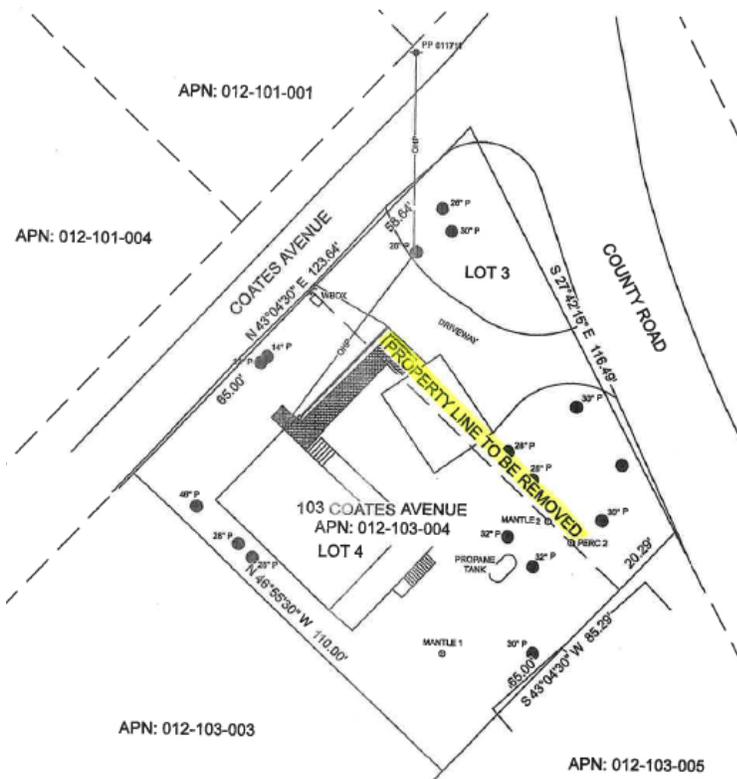


Figure 2b: Proposed Parcel Merger Map, also included in Exhibit 2

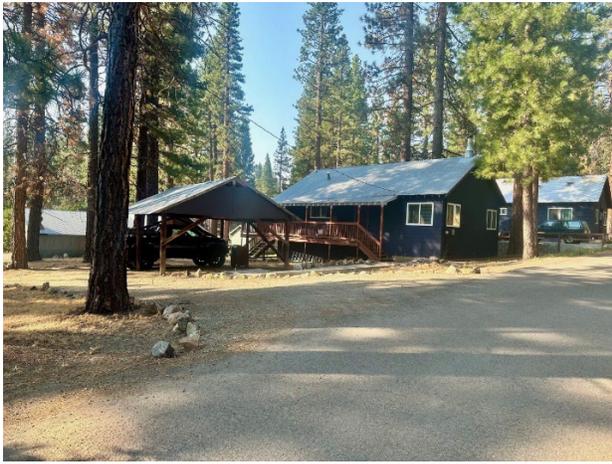


Figure 3: 103 Coates Avenue, Calpine – Street Views (Photo by C. Jimenez).

Findings

General Plan and Zoning Code [ref. SCC §20.05.080]

Finding: The project is consistent with the goals and policies of the Sierra County General Plan and Zoning codes.

Evidence: The General Plan land use designation for the subject parcels is Rural Residential— $\frac{1}{2}$ -1. The parcels lie within the Community Core of Calpine. The Zoning District for both parcels is Residential One Family (R-1) District. The current use of the property is residential in nature, as is the proposed use following the merger, which is consistent with the purpose and intent of both the General Plan and Zoning. The merger would effect an increase in lot size, with the resulting 0.26 ac. parcel being smaller than the density designation of the General Plan (1 du/ $\frac{1}{2}$ ac.), but larger than the minimum parcel size allowed in the R-1 zoning district for properties on a public water system but onsite wastewater treatment system (10,000 ft² min. vs. 19,602ft² resultant parcel). General Plan policies 1-28 and 1-29 allow for development of existing legal parcels which do not conform to minimum parcel standards of the underlying land use designation "...provided that no new building sites are created" (GP, p. 1-83). The proposed parcel merger would create a single, more feasible building site meeting current septic system requirements, but not create any new building sites.

California Environmental Quality Act (CEQA) [ref., SCC §38.05 et. seq.]

Finding: The proposed parcel merger will not have a significant adverse impact on the environment.

Evidence: This project is eligible for a Categorical Exemption under Section 15305 (Class 5) of CEQA. The project involves a minor parcel merger between two (2) contiguous, residential parcels owned by the same person in an area of similar land use and small parcel sizes. The project is not subject to any of the exceptions listed in CEQA Guidelines section 15300.2 precluding the use of a categorical exemption. The project was routed to commenting agencies from January 21, 2025 – February 4, 2025. Sierra County's Environmental Health Department provided comments that have been added as a Condition of Approval (see **Exhibit 4**):

- A. Upon the merger of these two parcels, the Sierra County Environmental Health Department will be able to approve a replacement Onsite Wastewater Treatment System (OWTS) based on soil testing done by Hinds Engineering in November 2023. The leach area will need to be installed in the area tested that had suitable soil conditions (Mantle#2/ Percolation test #2 and #3). If a different location is proposed for the leach area, additional testing will be required or confirmation from the engineer that the soil conditions are consistent with the results obtained from Mantle#2- Percolation test #2 and #3.

No other comments of environmental concern were received. Based on the exemption, comments received, and the whole record, there is no substantial evidence that the project will have a significant adverse impact on the environment.

Mandatory Findings for Parcel Merger Approval [ref. SCC §23.24.110]

Section 23.24.110 of the Sierra County Code provides the following: "A Parcel Merger application shall not be approved unless and until it is deemed complete and the Planning Director finds, based on substantial evidence in the record, that the boundaries of each lot affected by the proposed Parcel Merger meet criteria are the following:

1. Is consistent with the Sierra County General Plan; and
2. Conforms to the Sierra County Zoning Code; and
3. The boundaries of each resultant lot or lots shall conform to applicable laws pertaining to land development; and
4. The locations of all existing utilities, infrastructure and easements for each lot whose boundaries are affected by the proposed merger shall conform to the Sierra County Code in effect at the time of application; and
5. No violation of any County ordinance or California state law exists at the time of the approval of the parcel merger.

Finding 1: The boundaries of each lot affected by the proposed parcel merger are consistent with the Sierra County General Plan.

Evidence: The proposed parcel merger would increase two small lots into a larger 0.26-acre parcel. Although this still falls below the minimum parcel size and density of the Sierra County General Plan's land use designation of RR ½-1, General Plan land use element policies allow existing non-conforming parcels to continue to be developed if new substandard parcels and building sites are not created.

Finding 2: The boundaries of each lot affected by the proposed parcel merger conform to the Sierra County Zoning Code.

Evidence: The Sierra County Zoning for this proposed parcel merger is Residential One Family (R-1) District and the project would maintain this existing use. The minimum lot or parcel area requirement for the R-1 zoning district with an available community water system but individual onsite wastewater treatment system is: 10,000 ft². The resultant parcel area would be greater as 0.26 acre or 11,325 ft².

Finding 3: The boundaries of each resultant lot or lots shall conform to applicable laws pertaining to land development.

Evidence: The merger provisions of the Subdivision Map Act and the Sierra County Subdivision Ordinance (Title 23, Chapter 24) of the Sierra County Code provide the authority for the merger of contiguous parcels initiated by a property owner, rather than the county itself. In this case it's a parcel merger of two different lots with the same APN.

Each of the requirements under the Subdivision Map Act pertaining to parcel mergers is met by this proposed project (see discrepancy noted in Sierra County Surveyor's comments in Exhibit 3). The boundaries of the resultant lot will conform to the applicable laws pertaining to land development pursuant to Finding 3 of Sierra County Code section 23.24.110(A).

Finding 4: The locations of all existing utilities, infrastructure and easements for each lot whose boundaries are affected by the proposed merger shall conform to the Sierra County Code in effect at the time of application.

Evidence: The proposed parcel merger will not interfere with recorded utility or drainage easements or impair existing utility lines. Existing dedicated access, drainage, and utility easements in the vicinity of the subject lots and will remain after the merger and will not affect the property owner's ability to develop as proposed and in conformance with the Sierra County Code. The locations of existing and proposed individual sewage system and water service pipelines will not be adversely affected by the proposed merger and will only be improved.

Finding 5: No violation of any County ordinance or California state law exists at the time of the approval of the parcel merger.

Evidence: The parcels affected by this proposed parcel merger are legal parcels currently zoned for uses consistent with the applicant's stated intent. A recent review of county records has indicated that no expired permits or violation notices affecting these parcels exist. No other violations of any County ordinance or State law are known to exist on the subject property. A condition shall be placed that the merger will not operate to diminish or defeat the rights or interests of any party or entity which existed of record prior to the parcel merger, including but not necessarily limited to security instruments, deed restrictions, covenants, conditions and restrictions, assessments, and similar rights or obligations (ref., SCC §23.24.120). The proposed merger will not violate any County ordinance or California state law currently in existence.

Staff Recommendations

Staff recommend that the Administrative Hearing Officer take the following actions:

- A. Adopt the Features and Mandatory Findings contained in this staff report.
- B. Find that a Categorical Exemption (Section 15305, Class 5) is appropriate under CEQA for this project.
- C. Approve the Parcel Merger Map subject to the following **conditions:**
 1. The application approved by this action is for a parcel merger as illustrated in Planning Staff Report and Recommendation No. 1268 for Planning Dept.

File # 1737, dated March 31, 2025; and as shown on the Parcel Merger Map for Cynthia Torelli, dated 10/31/2024, prepared by Daniel T. Kelsoe. Deviations from the conditionally approved Parcel Merger Map shall be reviewed by the County for substantial compliance and may require amendment by the appropriate hearing body. If there are any discrepancies between the approved Parcel Merger Map and the conditions of approval, the conditions of approval shall supersede the approved Map.

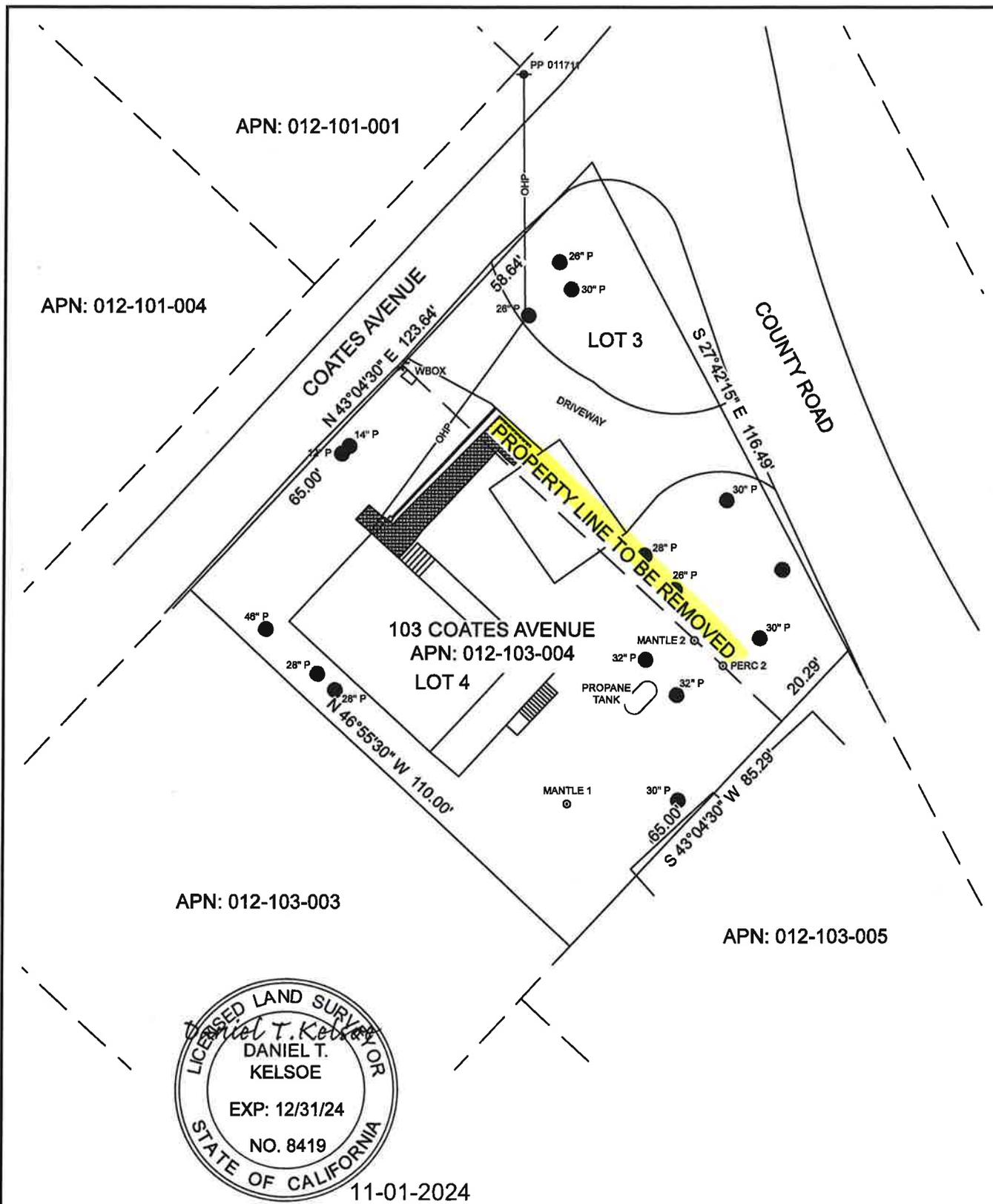
2. This action does not relieve the applicant of the obligation to comply with all local ordinances, or state or federal statutes, regulations, and procedures.
3. Applicant/Owner is responsible for paying all appropriate fees charged by the County and other Special Districts and agencies providing services in the processing of this entitlement. Payment of any outstanding balance in excess of the initial processing deposit collected with the original application shall be made prior to the recordation of the parcel merger.
4. The parcel merger shall be effectuated by the County's recordation of a "Notice of Merger" pursuant to Sierra County Code §23.24.160. This document shall be prepared by the Planning Department and recorded by the County Surveyor or Planning Department once the Planning Director has certified in writing that all conditions of approval have been satisfied. **Exhibit A** to the Notice of Merger shall contain a legal description of the resultant parcel, furnished by the applicant, and prepared and stamped by a California-licensed Land Surveyor, reviewed by and to the satisfaction of the County Surveyor; and **Exhibit B** shall contain the executed certificates of the three (3) County Officers' statements found in Sierra County Code §23.24.160 (or as modified by the Tax Collector as appropriate). Recordation of the Notice of Merger and any associated documents, if any, shall be concurrent and shall be performed by the County Surveyor or Planning Department (not the applicant, his agent, or other persons).
5. The Notice of Merger shall contain a statement that the parcel merger shall not operate to diminish or defeat the rights or interests of any party or entity which existed of record prior to the parcel merger, including but not necessarily limited to security instruments, deed restrictions, covenants, conditions and restrictions, assessments, and similar rights or obligations.
6. As provided in Sierra County Code §23.24.150(D), a Grant Deed (conveying the parcels 'from' the applicant 'to' the applicant, "For Purposes of a Parcel Merger") to be recorded concurrently with the Notice of Merger, has been waived. The Notice of Merger alone shall provide constructive notice of the Parcel Merger.
7. As provided in Sierra County Code §23.24.150(F), monumentation of property corners and preparation and submittal of a Record of Survey map, has been waived (unless desired by the applicant; in which case, such Record of Survey map shall include the words "Parcel Merger" and shall be submitted to the County for review and recorded by the County Surveyor concurrently with the Notice of Merger).
8. Prepayment of real property taxes is required before the Notice of Merger is filed with the County Recorder. The Tax Collector's Statement contained in Sierra County Code §23.24.160 (or as modified as appropriate by the Tax

Collector) shall be executed on the face of the Parcel Merger Map on file with the Planning Department; and a similar Statement shall be executed and contained in an exhibit attached to the Notice of Merger to be recorded.

9. In the event that a Deed or Deeds of Trust is/are affected by the merger, the applicant, or the applicant's title company or agent, shall submit copies of the partial reconveyance and supplemental deeds of trust to the County Planning Department, and the County Surveyor shall determine that said documents are in substantial compliance with the approved parcel merger, the Subdivision Map Act, and Chapter 23.24 of the Sierra County Code. Such reconveyance and supplemental deed(s) of trust, if any, shall be recorded by the County concurrently with the Notice of Merger.
10. Prior to recordation of the instruments affecting the merger, each of the lots which are the subject of the merger shall be in full conformance with all County Code provisions, including: Zoning, Land Use, Roads, Building, Health & Sanitation, and Subdivision.
11. The conditional approval shall remain effective for a period of six (6) months from the date of approval, or: September 30, 2025, whereupon it shall expire unless all conditions are met and the instruments effecting the merger have been recorded; unless a request for an extension has been timely filed prior to the expiration date, and granted by the Planning Director (ref., SCC §23.24.170).
12. Upon the merger of these two parcels, the Sierra County Environmental Health Department will be able to approve a replacement Onsite Wastewater Treatment System (OWTS) based on soil testing done by Hinds Engineering in November 2023. The leach area will need to be installed in the area tested that had suitable soil conditions (Mantle#2/ Percolation test #2 and #3). If a different location is proposed for the leach area, additional testing will be required or confirmation from the engineer that the soil conditions are consistent with the results obtained from Mantle#2- Percolation test #2 and #3.

Exhibits:

- | | |
|------------|--|
| Exhibit 1. | [This Staff Report & Recommendation No. 1268] |
| Exhibit 2. | Parcel Merger Maps prepared by Daniel T. Kelsoe, dated November 1, 2024 |
| Exhibit 3. | Maps and Surveys Book 1, Page 14 (provided by applicant) |
| Exhibit 4. | Commenting Agency: Sierra County Environmental Health Department, February 5, 2025 |



LICENSED LAND SURVEYOR
Daniel T. Kelsoe
 DANIEL T. KELSEO
 EXP: 12/31/24
 NO. 8419
 STATE OF CALIFORNIA

11-01-2024

DK SURVEY, inc.

 2035 WOODHAVEN LANE
 SPARKS, NEVADA 89434
 775-750-0584
 DAN@DKSURVEYING.COM
 DRAWN: AJK/DTK
 DATE: 2024-10-31

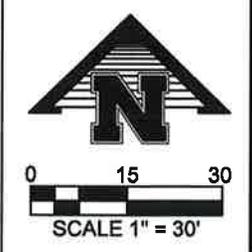
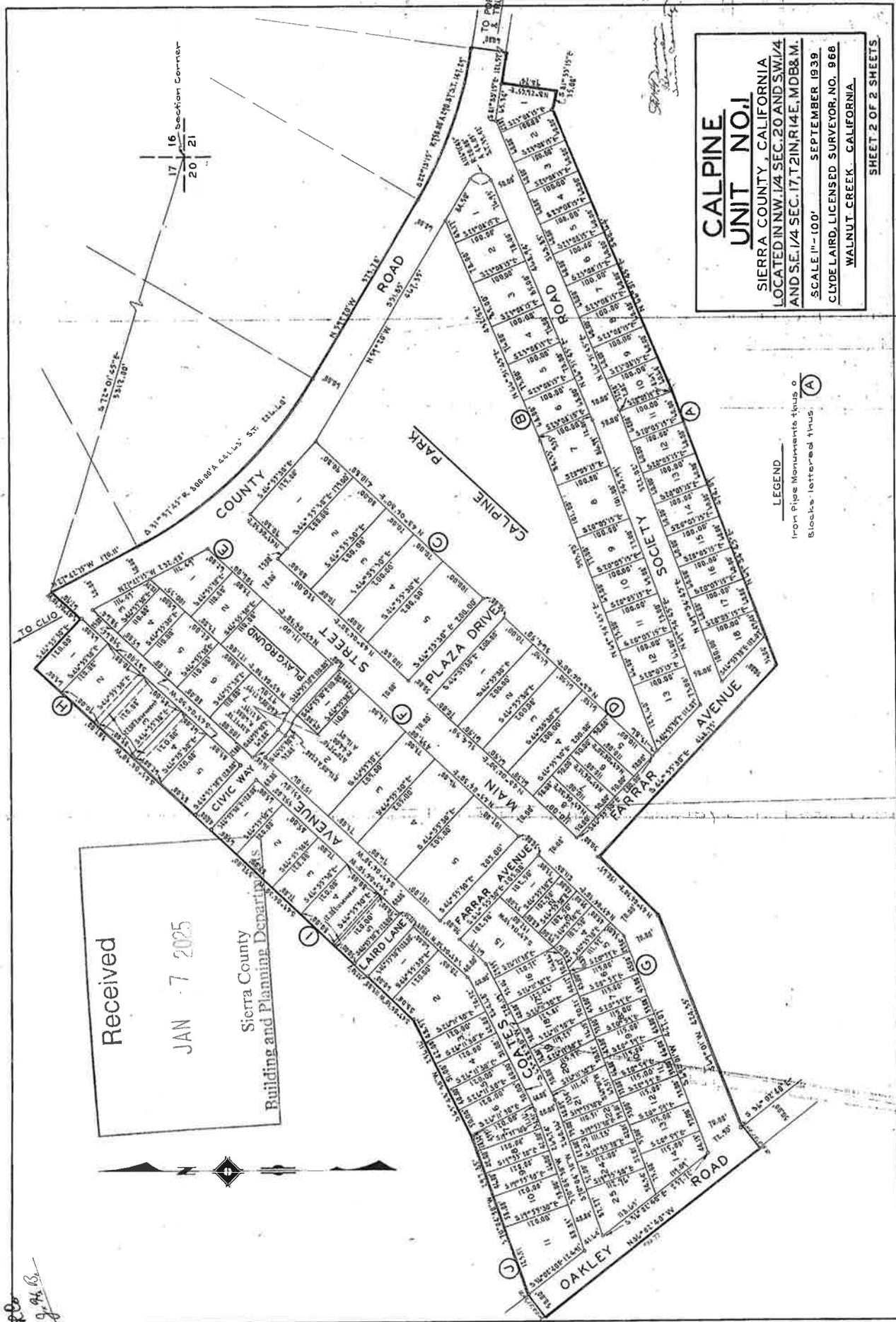


EXHIBIT "B"
 PARCEL MERGER
 CYNTHIA TORELLI
 BEING LOTS 3 & 4, BLOCK E PER RM BK 1, PG 14
 APN: 012-103-004
 SIERRA COUNTY CALIFORNIA
 PROJECT NO. 322-24-001



CALPINE UNIT NO. 1
 SIERRA COUNTY, CALIFORNIA
 LOCATED IN NW 1/4 SEC. 20 AND SW 1/4
 AND SE 1/4 SEC. 17, T. 21N, R. 14E, MDB&M.
 SCALE 1" = 100'
 SEPTEMBER 1939
 CLYDE LAIRD, LICENSED SURVEYOR, NO. 966
 WALNUT CREEK, CALIFORNIA

SHEET 2 OF 2 SHEETS

LEGEND
 Iron Pipe Monuments thus: (A)
 Blocks lettered thus: (A)

Received
 JAN 7 2025
 Sierra County
 Building and Planning Department

Handwritten signature and initials

Environmental Health
P.O. Box 7/ 202 Front Street
Loyalton, CA 96118
Phone: (530) 993-6716
Fax: (530) 993-6790
envhealth@sierracounty.ca.gov



Rhonda Grandi, Assistant Director
Sierra County Public Health

Sierra County

MEMORANDUM

Date: February 5, 2025

To: Sierra County Planning Department

From: Elizabeth Morgan, MPH, REHS
Sierra County Environmental Health

SUBJECT: File 1737: Torelli – Applicant-Initiated Parcel Merger
APN 012-103-004 103 Coates Avenue, Calpine

Sierra County Environmental Health has reviewed the application for an Applicant Initiated Parcel Merger (AIPM) to combine to adjacent legal lots, a 0.10-acre and 0.16-acre lot. This proposed merger will create a 0.26-acre parcel that will allow for a proposed septic system upgrade to be on the same lot as the residence. Environmental Health has no objection to the approval of this parcel merger.

While this parcel has only one Assessor Parcel Number, there are two (2) lots. Soil testing was conducted in November 2023 for a replacement leach area, but the area tested that had suitable soil conditions is not on the same lot as the residence. For the County to issue a permit for this replacement Onsite Wastewater Treatment System (OWTS), commonly called a septic system, these lots were required to be merged.

Upon the merger of these two (2) parcels, Environmental Health will be able to issue approval for the replacement OWTS based on the soil testing conducted by Hinds Engineering in November 2023. The leach area will need to be installed in the area tested that had suitable soil conditions (Mantle # 2 / Percolation test # 2 and # 3). If a different location is proposed for the leach area, additional testing will be required or confirmation from the engineer that the soil conditions in that area are consistent with the results obtained by mantle # 2 (percolation test # 2 & # 3).

Feel free to contact Sierra County Environmental Health at (530) 993-6716 if you have any questions.

Elizabeth Morgan

Elizabeth Morgan, MPH, REHS
Sierra County Environmental Health



Planning Department Staff Report & Recommendation—Exhibit 1

March 31, 2025

Administrative Hearing

Project: Billingsley-Travel Trailer Special Use Permit
File: 1738
Staff Rec: 1270
Request: Special Use Permit
Location: 915 Sunrise Creek Road
APNs: 023-150-030-000
Planner: Ashley Powell

<u>Applicants</u>	<u>Property Owner</u>
Trent Billingsley PO Box 59 Blue Diamond, NV 89004	Same

1. Staff Recommendation

Staff recommend that the Administrative Hearing Officer *approve* the Special Use Permit subject to the findings and conditions of approval contained in this report.

2. Project Description

The Applicant is requesting a:

- Special Use Permit—Temporary Trailer occupancy while building a single-family residence.

The proposed project is a Special Use Permit for temporary occupancy of a travel trailer while constructing a single-family residence on the property (**See Exhibit 2**). The project site is located at 915 Sunrise Creek Road (Assessor Parcel Number 023-150-030) on a 10.45-acre parcel within a Rural Residential 5 (RR-5) Zoning District and a Foothill Residential General Plan Designation in Verdi, CA. The parcel is divided into a northern and a southern section by Sunrise Creek Road, the 24 foot travel trailer will be located approximately 20-feet to the south of the road in a level area cleared by the previous owner.

3. Background

The proposed project site will be located on the south side of Sunrise Creek Road on APN 023-150-030 in Verdi for use during the construction of a primary single-family residence. The parcel is 10.45 acres and the trailer will be sitting on the southern side of the road in a small previously cleared area. **See Figures 1-3.**

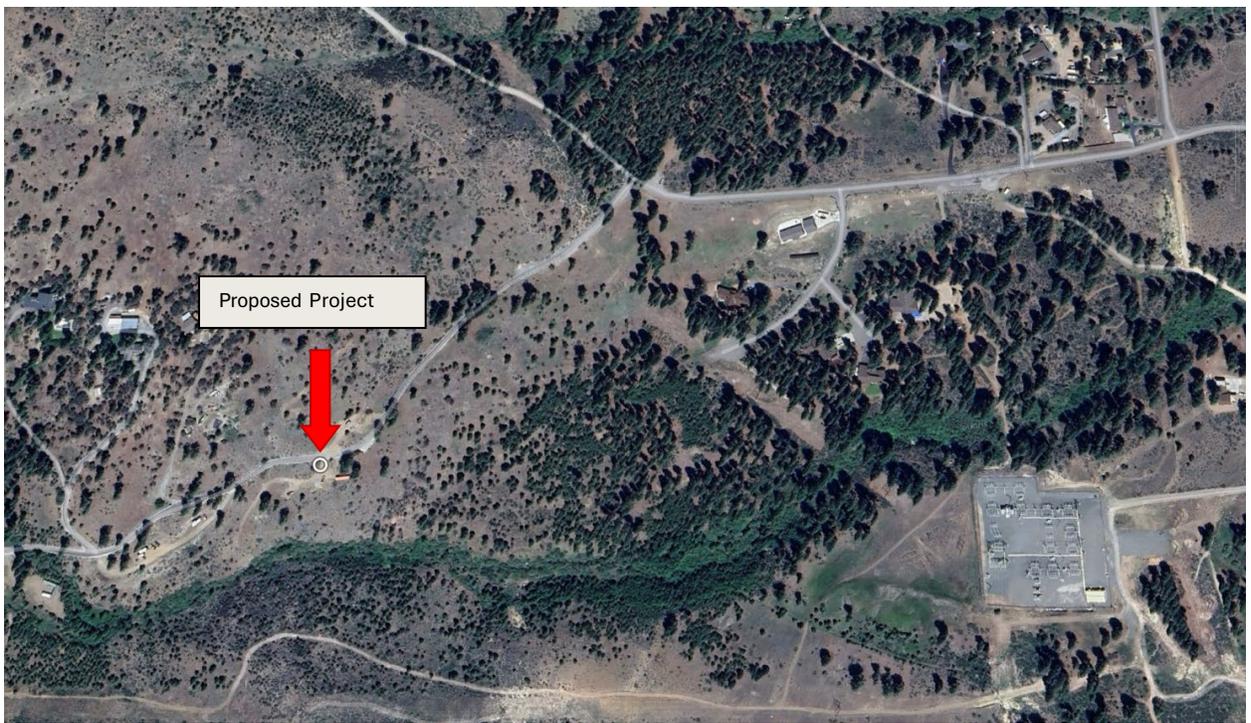
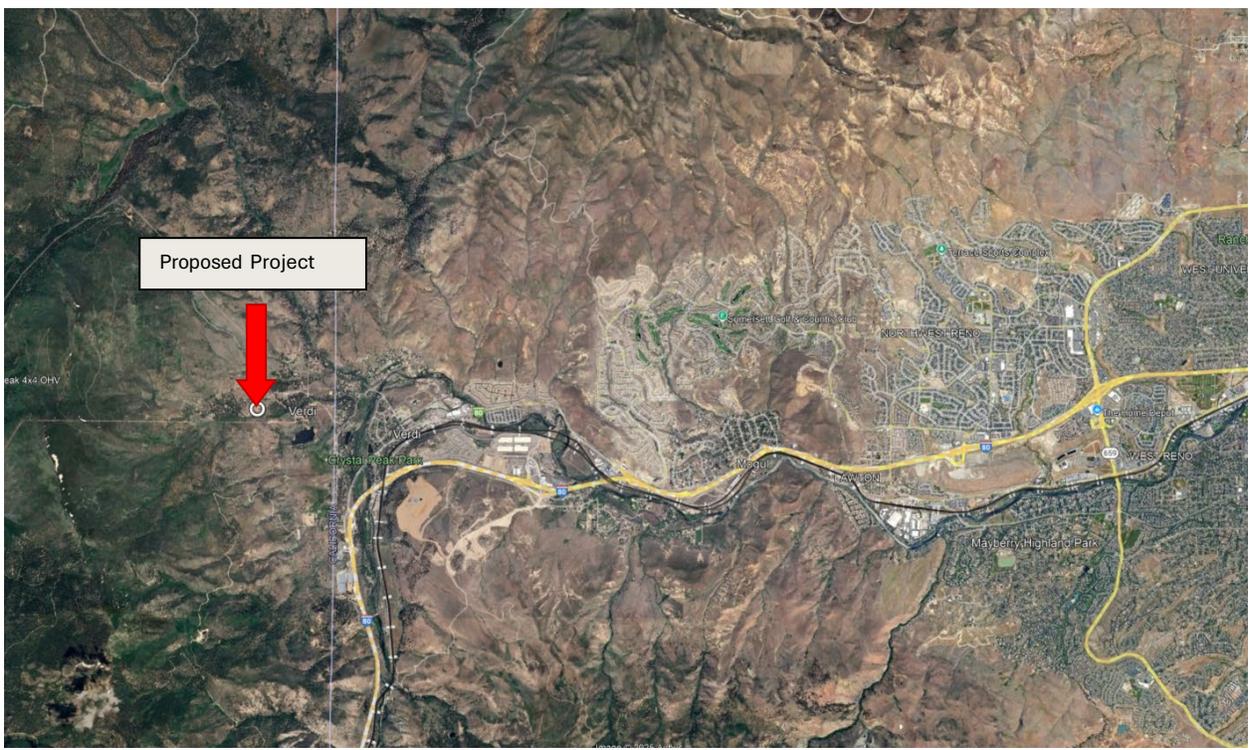


Figure 1: Location Maps: Trailer is located on 915 Sunrise Creek Road (APN 023-150-030) in Verdi (Source Google Earth)

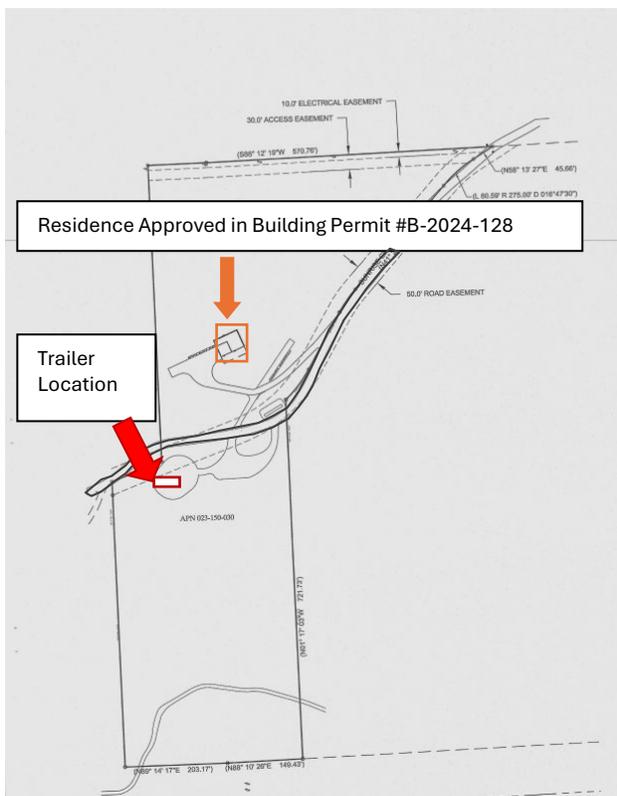


Figure 2: Approximate location of the 24-foot travel trailer within Assessor Parcel Number (APN) 023-150-030. Map provided in location is found in Exhibit 2.

There have been various building permits associated with the effort to construct the single-family residence:

1. A well permit (#2022-45) was issued to previous owner Jordan Alley on May 24, 2022 and finalized by Sierra County on November 4, 2022.
2. An onsite wastewater treatment system (OWTS) permit (#2024-45) was issued to Trent Billingsley and is still in the process of being installed before it can be finalized by Sierra County.
3. A grading permit(#2024-114) was issued to Trent Billingsley on November 21, 2025, but has not been finalized by Sierra County.
4. A single family residence Building Permit #B-2024-128 on for a on 915 Sunrise Creek Road was issued to Trent Billingsley on January 17th, 2025. **See Exhibit 3.**

As specified on the Special Use Permit application, the RV/ travel trailer will be served by the following utilities and services:

- Access: Sunrise Creek Road is a private road used to access the site. The trailer will be in a previously cleared section south of Sunrise Creek Road while the residence under construction will be across the road on the northern portion of the property.
- Potable water: Water will be transported to site using 5 gallon cans. The applicant's existing well must be tested to determine potability before using the water for consumption, **See COA 9a.**

-
- Sewage disposal: Blackwater and sewage will be transported to an offsite approved disposal site, receipts must be kept and submitted to the Environmental Health Department as a condition of approval. **See COA 9b.**
 - Electricity: Liberty Utilities on-site, but the applicant will use a generator until that connection is established.
 - Solid waste (garbage): Community garbage pickup
 - Fire Protection: Truckee Meadows Fire Department (6.5 miles away*) and a self-filling freeze-protected 3000-gallon water tank; also Cal Fire PRC 4290 (Title 14) compliance required as condition of approval, including onsite emergency water supply meeting NFPA 1142 standards or equivalent.
 - Emergency Services**: The nearest hospital is 10 miles away on McCarran Blvd in Reno, Nevada.

*This information was corrected from the application which stated the nearest fire station was 1.9 miles.

** This information was corrected from the application which stated the nearest Hospital was 8.7 miles.

3. Analysis & Mandatory Findings

3.1 General Plan and Zoning

Finding: The proposed project is consistent with the Sierra County General Plan and Zoning Code, which allows for temporary residential uses with a Special Use Permit, single-family residences, and accessory structures as permitted use in Verdi.

Evidence: The project area is located in the Rural Residential District 5 (RR-5) (SCC §15.12.220). The Sierra County General Plan (2012) designates the parcel in the Community Core of Verdi, which has a land use designation of Foothill Residential, and is consistent with rural residential zoning and its density.

3.2 California Environmental Quality Act (CEQA)

Finding: The proposed project will not have a significant adverse impact on the environment and is exempt from the provisions of the California Environmental Quality Act (CEQA) as a categorical exemption under California Governmental Code §15303 (Class 3) and §15304 (Class 4). The project consists of the temporary installation and occupancy of a recreational vehicle during the construction of a single-family residence and septic system on the same site. The project is considered to have minor alterations to the condition of the land, and will not affect sensitive resources, nor will it have the potential to cause significant impacts to the environment.

Evidence: In accordance with Sierra County Code 12.12.070, Administrative Procedures, the proposed project was routed to fifteen (15) commenting agencies between February 18 and March 5, 2025 (**See Exhibit 4**). On March 13, 2025, notice of the proposed project and Administrative Hearing was sent to neighboring property owners within at least 300 feet; posted in government buildings and local post offices; as well as published in the *Mountain Messenger* on that date. Of the 15 agencies, only two agencies provided comments listed below.

- A. On February 28, 2025, Elizabeth Morgan, of Sierra County's Environmental Health Department, commented on the project and addressed the location of the travel

trailer in relation to water supply, onsite wastewater treatment system (OWTS) for the residence, and waste disposal during occupancy (**See Exhibit 5**). The applicants will need to work with the Environmental Health Department to satisfy a condition pursuant to this permit (see **COA #8**).

1. "Water Supply: This parcel has a well that was drilled under Building Permit # 2022-45 with a final date of 11-4-2022. Permit conditions require that a bacteriological water sample will be required prior to obtaining a certificate of occupancy for any future dwelling and an arsenic water test is also recommended due to wells in the area having arsenic levels that exceed drinking water standards."
 - Though this is required for the future single-family residence, Sierra County Planning Department as added a condition of approval, that if this water is proposed to be consumed, testing is to be completed to ensure that it is potable. **See COA #5a.**
 2. Onsite Wastewater Treatment System (OWTS): This parcel has a permit to install an OWTS (Building Permit # 2024-45). The applicant is currently in the process of having a contractor install the OWTS. Since the OWTS is uphill from the trailer site location, connecting the trailer to the OWTS is not practical.
 - This comment has been acknowledged and the applicant will not connect the RV/travel trailer to the OWTS system approved for installation under Building Permit #2024-45 according to the application. See item 3 below.
 3. Proposed occupancy of a trailer during construction: The applicant proposes to transport the trailer to an approved disposal site to dispose of the waste. Since the location of the property is close to disposal site locations, transporting the trailer to a disposal site is acceptable to environmental health. As a condition to this approval, the property owner will need to keep receipts of the disposal records and have them available for environmental health if requested.
 - This has been added as a condition of approval. **See COA #5b.**
- B. On March 17, 2025, Board Director Candy Hunter, representing Verdi and Long Valley of the Sierra County Fire Protection District 1, provided the following comments through email and they are summarized below. **See Exhibit 6.**
1. Covenants, Conditions, and Restrictions (CCR's)-Application doesn't indicate any form of Home Owner's Association or CC&R's, even informal, and its not clear if the neighbors have been apprised of the situation. The trailer, tanks, etc are very close to their road. Expressed that they should be consulted. Board Director expressed concern about a trailer fire, given the high-risk area of Verdi, CA and they are in a "Very High" area of CalFire's Fire Hazard Severity Zone Map.
 - The Sierra County Planning Department acknowledges these comments and have researched CCR's in the area. There are no CCR's associated with this parcel though there are records of CCR's on neighboring parcels. Additionally, all owners within 300 feet of the property have been notified of the Special Use Permit application and the public hearing on March 31, 2025 at 10am.
 2. Fire District: The closest fire station is Truckee Meadows Fire Protection District is located 6.5 miles, not 1.9 miles from the trailer, and Sunrise Creek Road is

narrow and winding through the forest (regrown since the Crystal Fire), though is now paved. There is a gate to Sunrise Creek but I've rarely if ever seen it closed.

- Sierra County Planning Department appreciates the corrected distance to the nearest fire station for Truckee Meadows Fire Protection District and has made the correction when referenced in this Staff Report. The gate that exists is not the responsibility of any one resident living off the privately owned Sunrise Creek Road, so the gate is acknowledged, but the applicant isn't responsible for the gate being open or closed.
3. Emergency Services: The nearest ER is 10 miles on McCarran Blvd (in Reno) not 8.5 miles (as listed in the application).
 - Sierra County acknowledges the correction and it has been made where appropriate in the Staff Report.
 4. Is the 3000 (gallon) water tank full? Can they certify that they maintain it and that the nozzles are compatible with TMFPD (Truckee Meadows Fire Protection District).
 - The Sierra County Planning Department made a Condition of Approval (**see COA #6**) to address this concern during the occupancy of the RV/Travel Trailer.

3.3 Manufactured Homes, Commercial Coaches, Mobile Homes, and Travel Trailers (SCC §12.12.040)

Finding: Title 12, Chapter 12, specifically §12.12.040, of the Sierra County Building and Construction Code provides for the placement and use of manufactured homes, commercial coaches, mobile homes and travel trailers. Under SCC §12.12.040, applicants can apply for a Special Use Permit to temporarily occupy a travel trailer while constructing a Single-Family Residence.

Evidence: The authority for permitting a travel trailer as temporary occupancy during construction of a primary residence on the same parcel is found in Sierra County Code §12.12.040(A). The applicant has an approved building permit- B-2024-128 to construct a single-family residence. (**see Exhibit 3**). Travel trailers are defined in Sierra County Code §12.12.020 as "vehicular portable units on wheels" and are allowed to be used on private parcels as temporary dwelling units for a period not to exceed twelve (12) months while a permanent dwelling unit is being constructed (SCC §12.12.040[A]). A six (6) month extension may be granted to such permits with a showing of extenuating circumstances and diligent progression of any underlying construction for which the special use permit was previously sought. All other policies and procedures contained in SCC §12.12.040 regulating the temporary occupancy of travel trailers outside of a State-Licensed Special Occupancy Park have been satisfied, and related health and safety concerns have been addressed in the proposed Conditions of Approval.

4. **Staff Recommendations**

Staff recommends that the Administrative Hearing Officer take the following actions:

- A. Adopt the Analyses and Findings contained in this staff report.
- B. Find that a Categorical Exemption is appropriate under CEQA for this project.

C. Approve the proposed Special Use Permit (minor) subject to the following **conditions**:

1. The entitlement approved by this action is for a Special Use Permit for the temporary, seasonal occupancy of an RV or travel trailer as illustrated in Planning Department Staff Report No. 1270 and its exhibits, dated March 31, 2025, and the application on file with the Sierra County Planning Department (file no. 1738), as modified by these conditions of approval to allow temporary occupancy of a single RV or travel trailer at 915 Sunrise Creek Road in Verdi, CA during construction of a permanent residence under a valid building permit. Deviations from the approved plans and project description shall be reviewed by the County for substantial compliance and may require amendment by the appropriate hearing body.
2. This action does not relieve the applicants of their obligation to comply with all local, state or federal ordinances, statutes, regulations, and procedures.
3. All fees and balance of application processing costs (if any) shall be paid, prior to the issuance of the Special Use Permit or commencement of use, to any County agency involved in the processing of this application.
4. Property Owner may only occupy an RV or travel trailer on the subject property of a valid building permit. Building Permit B-2024-128 was issued on January 17, 2025 for the single- family residence. If the permit is revoked or abandoned or when the permit is finalized and a Certificate of Occupancy is issued for the new residence, occupancy of the RV or travel trailer shall be vacated and this temporary Special use permit shall be null and void.
5. Comments received from Sierra County Environmental Health constitute the following conditions of approval.
 - a. Water Supply: This parcel has a well that was drilled under Building Permit #2022-45 with a final date of 11-4-2022. Permit conditions require that a bacteriological water sample will be required prior to obtaining a certificate of occupancy for any future dwelling and an arsenic water test is also recommended due to wells in the area having arsenic levels that exceed drinking water standards. This condition also applies to any proposed use of well water for consumption while occupying the RV or travel trailer.
 - b. Proposed occupancy of a trailer during construction: The applicant proposes to transport the trailer to an approved disposal site to dispose of the waste. Since the location of the property is close to disposal site locations, transporting the trailer to a disposal site is acceptable to environmental health. As a condition for this approval, the property owner will need to keep receipts of the disposal records and have them available for environmental health if requested. Failure to provide these receipts upon request may be grounds for revocation of the Special Use Permit.
6. Prior to occupancy of the recreational vehicle, the applicants shall provide the Planning Department with written evidence from Cal Fire that applicable "SRA Fire Safe Regulations" per the California Code of Regulations 4290 (CCR §14 1270 et seq.) have been met.
7. Per the Sierra County Fire Protection District 1, the following condition shall apply:

The applicant must ensure that the 3000-gallon water tank listed in their application is full and must maintain that water tank and ensure the nozzle is compatible with Truckee Meadows Fire Protection District during occupancy of the trailer and/or residence.

-
8. Permittee shall ensure that noise from the onsite generator serving the RV or travel trailer does not become a nuisance to surrounding neighbors. Generator noise shall not exceed the following threshold contained in Sierra County General Plan Noise Policy 7-8 and Table 7-4: 60 dB as measured immediately within the property line of adjacent occupied private parcels.
 9. The effective date of the Special Use Permit shall be the date that the Planning Director or his designated agent certifies in writing that all conditions of approval have been satisfied (COA checklist and certification form to be provided by the County Planning Department). Note: An appeal of this decision timely filed with the Planning Commission within ten (10) days by any interested party shall stay the effective date of the Special Use Permit pending the outcome of that appeal by the appropriate hearing body (ref. SCC §20.13.003).
 10. This entitlement shall be valid for twelve (12) months from the effective date of the Special Use Permit; and shall only be valid during construction of a single-family residence on the same lot under a valid permit. One six (6) month extension may be granted upon the showing of extenuating circumstances and diligent progression of associated construction for which the Special Use Permit was sought (ref. SCC 12.12.040[a]). Once the Special Use Permit has expired, any further occupancy of the recreational vehicle will constitute a zoning violation and potential nuisance. Permittee, on or before that date, shall vacate the travel trailer and all supporting improvements and utilities shall be removed or detached, and the lot shall be returned to its original state in that location. The property shall be subject to inspection by the County to verify compliance with these conditions.

5. Summary

Planning staff has reviewed the applicants request for a Special Use Permit. The project has been analyzed for compliance with the policies and goals of the Sierra County General Plan, the Zoning & Building Codes, and the California Environmental Quality Act. The project design, together with the recommended conditions of approval, ensure that the project will be compatible with the surrounding land uses and will not have a significant effect on the environment. Staff recommend approval as proposed, subject to the attached conditions of approval.

Exhibits

Exhibit 1. [This Staff Report and Recommendation No. 1270]

Exhibit 2. Billingsley SUP Temporary Trailer Location Map, complete February 18, 2025

Exhibit 3. B-2024-128 Building Permit Card

Exhibit 4. Routing packet to commenting agencies, February 19, 2025

Exhibit 5. Comment letter, Environmental Health Department, February 28, 2025

Exhibit 6. Comment letter via email from Board Director for Fire District 1



Exhibit 3

Sierra County Department of Planning and Building

101 Courthouse Square P.O. Box 530 Downieville, CA 95936
(530) 289-3251
building@sierracounty.ca.gov

Residential Building / Single-Family Dwelling (New) Permit

Permit Set 915 SUNRISE CREEK RD P# B-2024-128 R# 023-150-030

PERMIT INFORMATION

Address	Permit number	Date issued
915 SUNRISE CREEK RD	B-2024-128	01/17/2025

REVIEWED BY

If you have any questions regarding the review of these drawings please contact:

Life and Safety Review Roy Ward rward@sierracounty.ca.gov Environmental Health Department Review Environmental Health envhealth@sierracounty.ca.gov Structural Review Roy Ward rward@sierracounty.ca.gov	Planning Review Devin Odom dodom@sierracounty.ca.gov Cal Fire Review Devin Odom dodom@sierracounty.ca.gov	Application in general Devin Odom dodom@sierracounty.ca.gov Public Works Review Devin Odom dodom@sierracounty.ca.gov
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INSTRUCTION AND ATTENTION

It is the responsibility of the Applicant to print full size the entire approved permit package and provide at the time of inspection.

All Engineered product shop drawings shall be stamped by a licensed Professional Engineer.

Shop drawings will be reviewed for approval by a Building Official.

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Sierra County Department of Planning and Building

101 Courthouse Square P.O. Box 530 Downieville, CA 95936
(530) 289-3251
building@sierracounty.ca.gov



Brandon Pangman
Building Official

Residential Building / Single-Family Dwelling (New) Permit

Permit Set 915 SUNRISE CREEK RD P# B-2024-128 R# 023-150-030

LOCATION OF WORK

Address Legal description

915 SUNRISE CREEK RD

PIN
023-150-030

PERMIT INFORMATION

Permit number Date applied Date issued
B-2024-128 12/09/2024 01/17/2025

Expiration date
07/17/2025

Reviewed by
Environmental Health, Devin Odom, Roy Ward

DESCRIPTION OF WORK

New 1753 sf residence with 1753 sf unconditioned space below First floor-conditioned living space plus unconditioned deck. Basement level- garage, unfinished basement, and living space.

GRANTED TO

Applicant, Permit Holder, Property owner
TRENT & SHEILA JT BILLINGSLEY
P O BOX 59
BLUE DIAMOND, NV 89004

Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within **180 days** from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days.

THIS CARD IS TO BE POSTED AT ALL TIMES ON JOB SITE UNTIL FINAL APPROVAL AND/OR CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY COUNTY
DO NOT OCCUPY BUILDING UNTIL ALL THE REQUIRED INSPECTIONS HAVE BEEN SIGNED AND/OR A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED



Exhibit 3

Sierra County Department of Planning and Building

101 Courthouse Square P.O. Box 530 Downieville, CA 95936

(530) 289-3251

building@sierracounty.ca.gov

REQUIRED INSPECTIONS

Name	Description
Foundation Forms	Foundation Form
Stemwall/CMU Wall	Stemwall/CMU Wall
Pier Footings	Pier Footings
Exterior Sheer	Exterior Sheer
CAL Fire (4290)	CAL Fire (4290)
Concrete Floor Slab Form	Concrete Floor Slab Form
Electrical (Underground)	Electrical (Underground)
Mechanical (Underground)	Mechanical (Underground)
Trench	Trench
Plumbing (Underground)	Installation of all plumbing that will be covered by the concrete floor. A test for this portion of the plumbing system is required.
Floor Joists or Girders	Floor Joists or Girders
Framing	Construction of all structural framing and stairs. (Rough Plumbing and Heating passed and doors, windows & roofing installed.) Engineered drawings must be provided for roof trusses.
Insulation	Installation of the insulating material and vapour barrier. Blown-in insulation can be installed after the ceiling drywall is applied and confirmed at the Occupancy inspection.
Wallboard Nailing	Wallboard Nailing
Rough Electrical	Rough Electrical
Rough Mechanical	Rough Mechanical
Rough Plumbing Waste/Supply	Installation of all plumbing including drains, waste, vents and water supply lines. A test for this portion is required including a 100 psi test on all water supply lines.
Rough Sprinkler	Rough Sprinkler
Roof Nailing	Roof Nailing
Roof Ice Dam	Roof Ice Dam
Gas Test	Gas Test
Wood Stove	Wood Stove
Smoke & CO Detectors Final	Smoke & CO Detectors Final
Electrical Final	Electrical Final
Mechanical Final	Installation of furnace, air conditioner (if included in the permit) and grills/registers. An Air Balance Report may be required.
Plumbing Final	Installation of all CSA approved plumbing fixtures and hot water tank (water meter must be installed). A test for this portion of the plumbing system may be required.
Solar PV System Final	Solar PV System Final
Sprinkler Final	Sprinkler Final

Exhibit 3

Name	Description
Building Final	Completion of all required items under the permit including the site grading and the surveyor's final grading certificate.
4290 Final	4290 Final
PERMIT FINAL	PERMIT FINAL

INSTRUCTIONS

THE PERMIT HOLDER AND/OR PROPERTY OWNER IS RESPONSIBLE FOR ENSURING THAT ALL REQUIRED/APPLICABLE INSPECTIONS ARE SCHEDULED AND THAT THE PERMIT IS COMPLETE

WHAT INFORMATION MUST BE PROVIDED AT THE TIME OF INSPECTION?

- THE PERMIT
- THE APPROVED SET OF PLANS THAT HAVE BEEN INCLUDED WITH YOUR PERMIT PACKAGE
- ANY TEST RECORDS OR RELEVANT DOCUMENTATION
- SAFE ACCESS TO THE SITE AND THE AREAS WHERE INSPECTION ARE TO BE PERFORMED.

For CAL Fire 4290 Inspections contact: Scott Eckman, (530) 265-1714 or scott.eckman@fire.ca.gov



SIERRA COUNTY

Department of Planning and Building Inspection

Post Office Box 530
Downieville, California 95936

Tel (530) 289-3251
Fax (530) 289-2828

Exhibit 4

Early Consultation / Project Review Routing Sheet

Date: February 18, 2025

To: Commenting Agencies

County Departments

- County Assessor
- County Treasurer-Tax Collector
- County Counsel
- County Sheriff
- County Environmental Health Department
- County Surveyor-Engineer
- County Supervisor: _____
- County Public Works Department
- County Fire Safe & Watershed Council
- County Fish and Game Commission
- County Historical Society

Federal Departments

- USFS—Forest Supervisor Office: _____
Tahoe National Forest
- USFS Sierraville District Ranger Office
- BLM—Regional Office: _____ District
- US Army Corps of Engineers
- FEMA—NFIP - Region IX

AB 52 Tribes

- Washoe Tribe of Nevada & California
- T'Si-akim Maidu
- Greenville Rancheria of Maidu Indians
- United Auburn Indian Comm. /Auburn Rancheria

State Departments

- Dept. of Fish & Wildlife—Regional Office
- Dept. of Fish & Wildlife—Local Warden
- Dept. of Fish & Wildlife—Area Biologist
- State Reg. Water Quality Control Board—
Lahontan Region
- State Reg. Water Quality Control Board—
Central Valley Region
- California Public Utility Commission
- State Department of Forestry & Fire
Protection (CalFire)
- California Air Resources Board
- Department of Health Services
- Housing & Community Development
- Department of Conservation
- Energy Commission
- Department of Water Resources
- CalTrans-District Office-Planning & Project
Review
- CalTrans-District 3 – Downieville Yard
- Native American Heritage Commission
- State Office of Planning and Research
- State Water Board-Division of Drinking Water
- DWR - Sierra Valley Watermaster
- Other: _____

Other Agencies

- Sierra-Plumas Joint Unified School District
- City of Loyalton
- Sierra Brooks Homeowners Association
- Northern Sierra Air Quality Management
- Sierra Valley Resource Conservation
- Nevada County Resource Conservation
- Sierra Economic Development District
- Public Utility/Water/Waterworks District: Verdi
- Sierra Brooks Water _____
- Fire Protection District: Sierra County Fire
Protection District 1; Truckee Meadows FD
- Hospital or Health Care District: _____
- Sierra Valley Groundwater Management
- Long Valley Groundwater Management
- Contiguous County Planning Department: _____
- Liberty Utilities
- Pacific Gas & Electric Company
- Plumas Sierra Rural Electric Cooperative
- SBC/ATT-Serving Phone Communications
- Private or Public Water Company: _____
- NE Center of CA Historical Resources Information
System
- Other: _____

Project Description

The following application has been submitted to the Sierra County Planning Department. The project is being sent to your agency for early review and comment. The purpose of this "early consultation/routing" is to identify any unforeseen issues or reasons why the project should not be "exempt" from CEQA, and/or to solicit review comments and recommended conditions of approval.

Application Number: **1738**
 Application Title: **Billingsley—Special Use Permit**
 Assessor's Parcel Number(s): **023-150-030-000**
 Property Address/Location: **915 Sunrise Creek Road, Verdi**

Project Description: *A Special Use Permit (SUP) for the temporary (12-18 months) occupancy of a trailer while constructing a permanent single family residence at 915 Sunrise Creek Road in Verdi.*

Planning staff's preliminary environmental assessment: exempt under CEQA Guidelines Sections of California Code of Regulations (CCR), Title 14, 15303 (Class 3) and 15305 (Class 5 Categorical Exemption) as well as the Sierra County Code (SCC § 38.05.050(C)(1).

Comments and Conditions

- If you have any questions regarding this project, or require additional information to evaluate and prepare comments or recommended conditions for the project, please send us a list of these requests **within two weeks**.
- Please send your comments and conditions to us no later than **March 5, 2025**. If we do not receive a response by this date, we will presume that your agency has "no comment." If you require additional time for review, please contact me at (530) 289-3251 or apowell@sierracounty.ca.gov.

Sincerely,

Ashley Powell
Planner II

Signature, date

Comments are: Attached No comment

Print Name and Title

Print Agency

File No. _____
Date Rec. _____

Sierra County Planning Department
P.O. Box 530 / 101 Courthouse Square Downieville, CA 95936
Phone: (530) 289-3251
Fax: (530) 289-2828
E-mail: planning@sierracounty.ca.gov



**SPECIAL USE PERMIT (SUP)
APPLICATION FOR TEMPORARY OCCUPANCY OF A TRAILER**

The Sierra County Zoning Code requires a discretionary use permit for certain uses of land, which may be suitable only in specific locations or which may be suitable only if designed or situated on the site in a certain manner or for a limited duration that minimizes potential impacts to neighbors and the environment. These permits include Special Use Permits (SUP) and the county has discretionary authority to approve, approve with conditions, or deny such applications.

A SUP may be conditionally approved for temporary occupancy habitable structures that do not meet the California Building Standards Codes, Title 24, and including travel trailers, 5th wheel trailers, recreational vehicles (RVs), mobile homes, tiny homes, truck campers, camping trailers, park models, camping cabins, yurts, and other similar vehicles and structures occupied in certain limited circumstances for temporary storage or commercial uses, approved through an Administrative Hearing.

The allowable temporary uses, time limitations, conditions, and procedural requirements are specified in Sierra County Code (SCC §12.12, see <https://sierra.county.codes/SCC/12.12>). These temporary occupancies generally are not to exceed 6-12 months, while a permanent home or manufactured home is being built under a valid building permit, or used for seasonal employee housing.

In recognition of the temporary nature of such SUPs, approval (or conditional approval), carries with it a reasonable expectation of diligent progress toward the timely completion of the main residence or other use on the property accessing temporary trailer occupancy; and that the temporary occupancy will cease at the earliest opportunity. Such temporary occupancies are not intended to be construed as a "license" to occupy a temporary trailer or similar structure that are not placed on a permitted, permanent foundation or located inside of an approved campground, state-licensed mobile home park, or special occupancy park.

APPLICANT: TRENT BILLINGSLEY PHONE: 702-378-2855

E-MAIL: trentmcb@gmail.com

ADDRESS: 915 SUNRISE CREEK RD VERDI CA

STATUS OF APPLICANT'S INTEREST IN PROPERTY: OWNER

OWNER/s: TRENT + SHEILA BILLINGSLEY PHONE: 702-378-2855

ADDRESS: 70 BOX 59 BLUE DIAMOND NV 89007

GENERAL PLAN DESIGNATION: Foothill Residential ZONING DISTRICT: RBS

ASSESSOR PARCEL NUMBER (APN): 023-150-030-000

SITUS ADDRESS OF PROPERTY: 915 SUNRISE CREEK RD VERDI CA

Exhibit 4

PROJECT DESCRIPTION. Pursuant to SCC §12.12.040, only the following temporary occupancy situations may be permitted. *Check the box that applies to your project:*

Single-family Dwelling is being built: "Travel trailers, mobile homes and commercial coaches used as dwelling units for a period not to exceed twelve (12) months while a permanent dwelling unit is being constructed or for a period of six (6) months while a manufactured home is being installed. One six (6) month extension may be granted to such permit upon the showing of extenuating circumstances and diligent progression of any underlying construction for which the Conditional Use Permit was previously sought."

Seasonal Housing: "Travel trailers, mobile homes and commercial coaches used to house seasonal agricultural employees for a period not to exceed six (6) consecutive months."
[Note, please specify proposed duration (number of seasons) and proposed start and end dates:

Construction Office: "Travel trailers, mobile homes and commercial coaches used as construction offices and/or equipment storage for the duration of construction not exceeding 18 months."

Real Estate Office: "Travel trailers, mobile homes and commercial coaches used as real estate offices within a subdivision in any residential land use zone for the purpose of selling the lots of such subdivision provided such use is discontinued when the original sales program has resulted in the sale of eighty (80) percent of the lots in the subdivision or two (2) years, whichever occurs first."

Temporary Housing: "Travel trailers, mobile homes and commercial coaches used as temporary dwellings for a period not to exceed ninety (90) total days. Prior to the approval of a Special Use Permit for such use, a security bond in the amount of two hundred fifty dollars (\$250) or such other amount as may be set by resolution of the Board of Supervisors, shall be posted by the permittee for the purpose of insuring compliance with the terms of said permit."

Other (be specific, and cite appropriate authority): _____

[Note, per SCC §12.12.050, "mobile homes (as dated) and manufactured homes constructed prior to June 15, 1976 are not permitted outside a licensed mobile home park; and travel trailers may not be stored in the front yard area within any designated community area"].

Describe the setting/vegetation, where the trailer will be located (attach separate pages, photos, maps, etc., if necessary):

TRAILER WILL BE LOCATED ON LEVEL GROUND
CLEARED OF VEGETATION BY FORMER OWNER, APPROXIMATELY
200' FROM ROAD. SEE MAPS

Provide a **PLOT PLAN** and other supporting documentation (maps, pictures, etc. as needed) showing the following information. The plot plan should be sufficiently detailed to clearly illustrate existing conditions and setting, as well as the nature and location of the proposed temporary occupancy (See Plot Plan Example, page 6). At a minimum, the plot plan must illustrate:

1. Location Map, property boundary lines, situs address, APN info, legal access from nearest public right of way (and road names), utility lines, and easements.
2. Locations and approximate dimensions of all existing and proposed structures, roads, parking facilities, fire suppression systems, utilities, well, and septic disposal areas on premises, and on adjacent properties (within 100 feet).
3. Particularly note the location of the trailer on the plot plan and all proposed utilities to the

Exhibit 4

structure. Note: potable water source, means of gray water and sewage disposal, as well as source(s) of power (electrical utilities), phone service, and gas (LPG/propane tank) lines to the structure.

4. Zoning district designation and yard setbacks should be displayed. Also, note whether the project is in the Scenic Corridor and/or any designated "Special Treatment Areas" cited in the Sierra County General Plan. Note: FEMA-mapped 100-year floodplain boundary, if applicable.
5. All water features, drainages, and wet meadow areas, as well as steep slopes and other physical constraints that may potentially impact development of property or trailer placement or access. Include setback distances from each (existing and proposed) (ref. SCC §15.12.060).
6. Clearly demonstrate compliance with CalFire's Fire Safe Regulations in Public Record Code (PRC 4290-9291) and Title 14 of the California Code of Regulations Section 1270 (see Building Department form, BD-45). Address (1), fire-safe access (driveway), (2) situs address posted on the plan, (3) Emergency water supply, and (4) vegetation clearance.

The plot plan does not have to be prepared by a licensed surveyor; however, it should be legibly drawn and accurate with a scale, north arrow, property boundaries, and legal access clearly indicated. Both the project description and plot plan should have sufficient detail to demonstrate both existing (physical) conditions, and any proposed changes or uses that are the subject of this Special Use Permit and/or proposed development.

ADDITIONAL INFORMATION FOR TEMPORARY OCCUPANCY

General Information:

Has a Building Permit Application for the Single-Family Residence been submitted? Yes No
 N/A Building Permit Application Number? _____ If no, when will this application be submitted? _____

Are you in a Home Owners Association? Yes No List HOA: _____

Are you subject to Covenants, Conditions, & Restrictions (CCRs) that regulate trailer occupancy? Yes No If yes, list: _____

Power/Communication Utilities:

Check how the trailer will be served with electricity/public utility: Solar panels Propane + Onsite generator Other: _____

If public utility company(s) will service it [specify]: PG&E Plumas-Sierra Rural Electric Co-op Liberty Utilities Other: APPLICATION IN FOR POWER W/ LIBERTY

Phone service: Landline Cellular Satellite Other [specify]: _____

Please make sure the proposed power source to the trailer is clearly displayed on the submitted plot plan. If additional information is needed, please provide below:

UNTIL POWER IS PROVIDED BY LIBERTY, THE TRAILER IS ESSENTIALLY "DRY CAMPING"

Garbage/Liquid Waste/Onsite Sewage Disposal:

The Sierra County Environmental Health Department approves septic and waste systems for Onsite Wastewater Treatment Systems (OWTS) Requirements, per Sierra County's Local Agency Management Program (LAMP). For information on OWTS and LAMP requirements, see <https://www.sierracounty.ca.gov/236/Liquid-Waste-Onsite-Sewage-Disposal>.

Check how black water/sewage will be disposed: Existing onsite septic system New OWTS Portable toilet Transport trailer to approved disposal site Pump-out contract with a registered Liquid Waste Hauler Name: _____ Location: _____

How is graywater to be disposed, if different from "black water?" Please describe: _____

Exhibit 4

How will garbage/recycling being removed? COMMUNITY GARBAGE PICKUP

Please make sure the proposed waste/sewage service to the trailer is clearly displayed on the submitted plot plan. If additional information is needed, please provide below:

Water Source:

The Sierra County Environmental Health Department approves domestic water supply permits. For information on the new residential well permits, see <https://www.sierracounty.ca.gov/494/New-Residential-Well>.

Check the proposed domestic water supply to trailer: Existing well Proposed/New well
 On-site spring Other: 5 GAL CAN Private water system List Name (below):

[Note: If on a water system, demonstrate proper diversion permit, easements or other property rights]

Please make sure the water to the trailer is clearly displayed on the submitted plot plan. If additional information is needed, please provide below:

WATER WILL BE BROUGHT TO TRAILER SITE IN 5 GAL CANS

Driveway/Fire/Safety:

The Sierra County Planning Department and CalFire review driveway and access from public roads as well as the proposed emergency water source and other applicable "Fire Safe Regulations" per Public Resources Code §4290-1 Regulations. (ref. California PRC Title 14, §1270(f) or <https://www.sierracounty.ca.gov/DocumentCenter/View/314/BD-15-CalFire-regulations-4290-?bidId=>.

What is the name of the main access road? SUNRISE CREEK RD

Are there any access limitations that could prevent access by an emergency vehicle/fire truck (i.e. steep grade greater than 16 percent, private bridges, gate(s), or surface or road alignment issues)?

Yes No If yes, describe: _____

Is there an existing driveway from the access road? Yes No What is the minimum driveway width? 40' What is the overall length from the closest public road to the trailer? 200' What is the maximum driveway grade/steepestness (percentage)? 8% What is the surface (dirt, paved, gravel, etc.)? DIRT/GRAVEL

Is there a 60-foot turnaround near the proposed trailer? Yes No Does it have a minimum radius of at least 40 feet? Yes No

Is there an access gate to the property? Yes No If yes, proposed emergency access: _____

Is there a physical address posted with 4-inch high letters and visibly reflective? Yes No [Note, a physical, situs address can be created for the property. Check box, if needed

What is the proposed fire-suppression/water supply: Self-filling freeze-protected water tank with compliant hydrant (Size of tank = 3000 GAL). Reservoir with a lake standpipe Pressurized hydrant/fire valve system (Approximate Flow Rate _____ GPM @ _____ PSI). If there is a pressurized hydrant, is there a reflective blue marking? Yes No

As fire protection, has brush been cleared 30 feet around the trailer site? Yes No

Are you in a fire protection district? Name: TRUCKEE MEADOWS

How far are the nearest fire protection/Emergency Medical Services facilities:

Nearest Hydrant? 1.9 miles Nearest Fire station? 1.9 miles Nearest Hospital? 8.7 miles

Please make sure the fire-safe driveway access to the trailer is clearly displayed on the submitted plot plan. If additional information is needed, please provide below:

APPLICATION CHECKLIST:

- Completed and Signed Application Form (including execution of consent and certification statement, below)
- Location Map (may be combined with Plot Plan if sufficiently clear)
- Plot Plan (1 legible hard copy, min. 11" x 17"; plus 1 electronic copy in Adobe Acrobat (.pdf) format if feasible)
- Sierra County's "Indemnification Agreement" [*Note: must be returned with original signatures; photocopies, faxes, or electronic/scanned images cannot be accepted*]
- Application process fee: \$ 600.00 (includes a \$100 non-refundable application review fee, and \$500 deposit for estimated processing costs. Actual costs may vary).

"I CERTIFY THAT I AM PRESENTLY THE LEGAL OWNER OR THE AUTHORIZED AGENT OF THE OWNER/s OF THE ABOVE DESCRIBED PROPERTY. FURTHER, I ACKNOWLEDGE THE FILING OF THIS APPLICATION AND CERTIFY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND ACCURATE; AND I HEREBY AUTHORIZE THE PROCESSING OF THIS APPLICATION BY SIERRA COUNTY, AND AUTHORIZE OFFICIAL COUNTY STAFF EMPLOYEES OR THEIR AUTHORIZED CONSULTANTS TO ENTER THE PROPERTY DURING REASONABLE HOURS AS NECESSARY TO CONDUCT FIELD INSPECTIONS AND SURVEYS."

[Signature] _____
Signature of Applicant Date 1/21/25

[Note: If "Applicant" is different from "Property Owner," evidence of Owner's consent to this application is required. All persons having a vested interest in the property must consent in writing, unless otherwise provided by law. Attach original Notary/-ies or legible copy of driver's license/s, or other evidence of signature verification acceptable to the Planning Director.]

[Signature] _____
Signature of Landowner Date 1/21/25

TRENT BULLINGSLEY _____
Print Name

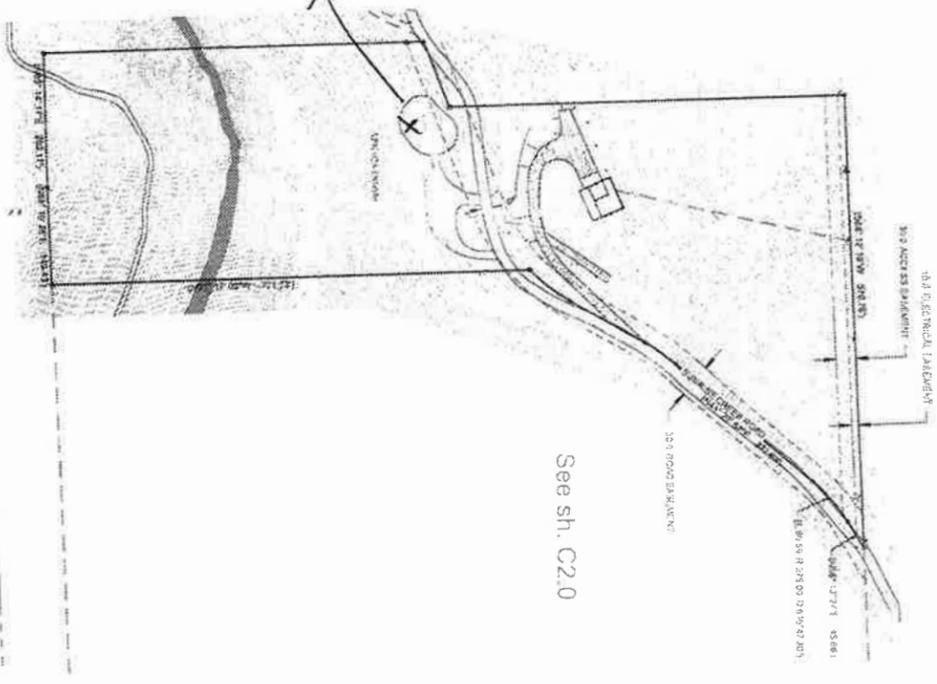
[Signature] _____
Signature of Landowner Date 1/21/25

SHEILA BULLINGSLEY _____
Print Name

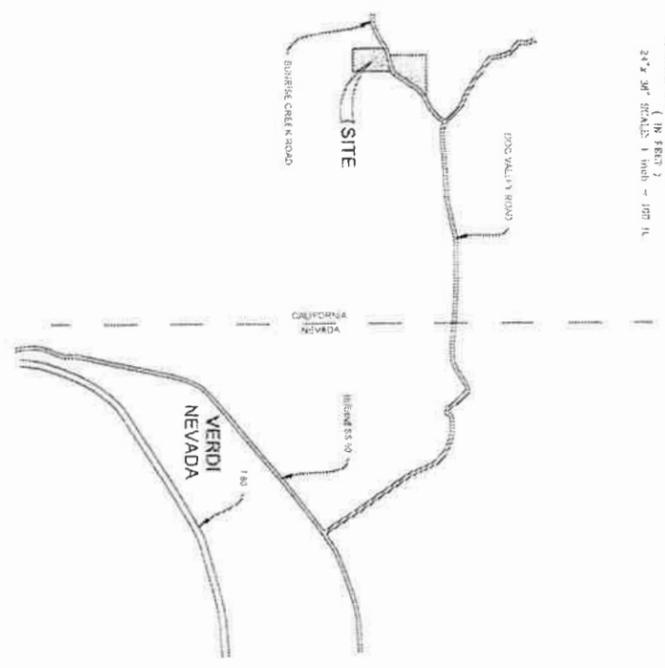
Signature of Landowner Date

Print Name

BILLINGSLEY RESIDENCE
 APN: 023-150-030
 SECTION 7, TOWNSHIP 19 NORTH, RANGE 18 EAST, M.D.M.
 SIERRA COUNTY, CALIFORNIA



See sh. C2.0



Sierra County Building Department
 Life & Safety
 11-20-24
Ray Wood

Sierra County
 Planning Department
APPROVAL
ES Agrenewald
 11/14/24
 (See Attached ES Agrenewald)

Revision 2
 [Recd. 10/17/2024]

SHEET INDEX

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- GENERAL CONSTRUCTION NOTES**
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<p>615 SUNRISE CREEK ROAD APN: 023-150-030 BEING A PORTION OF SECTION 7, T.19N., R.18E., M.D.9. & M</p>	<p>SIERRA COUNTY CALIFORNIA</p>
<p>SHEILA & TRENT BILLINGSLEY PG. BOX 59 BLUE DIAMOND, NV 89004 775-794-7210</p>	<p>RECORDED - 11/14/24 11/14/24</p>
<p>SIERRA COUNTY SUBMITTAL NOT FOR CONSTRUCTION</p>	<p>TITLE SHEET</p>
<p>915 SERRINABE</p>	<p>7-31-24</p>
<p>11-20-24</p>	<p>C1.0</p>



SIERRA COUNTY

Department of Planning and Building Inspection

Post Office Box 530
Downieville, California 95936

Tel (530) 289-3251
Fax (530) 289-2828

Early Consultation / Project Review Routing Sheet

Date: February 18, 2025
To: Commenting Agencies

County Departments

- County Assessor
- County Treasurer-Tax Collector
- County Counsel
- County Sheriff
- County Environmental Health Department
- County Surveyor-Engineer
- County Supervisor: _____
- County Public Works Department
- County Fire Safe & Watershed Council
- County Fish and Game Commission
- County Historical Society

Federal Departments

- USFS—Forest Supervisor Office:
 Tahoe National Forest
- USFS Sierraville District Ranger Office
- BLM—Regional Office: _____ District
- US Army Corps of Engineers
- FEMA—NFIP - Region IX

AB 52 Tribes

- Washoe Tribe of Nevada & California
- T'Si-akim Maidu
- Greenville Rancheria of Maidu Indians
- United Auburn Indian Comm. /Auburn Rancheria

State Departments

- Dept. of Fish & Wildlife—Regional Office
- Dept. of Fish & Wildlife—Local Warden
- Dept. of Fish & Wildlife—Area Biologist
- State Reg. Water Quality Control Board—
Lahontan Region
- State Reg. Water Quality Control Board—
Central Valley Region
- California Public Utility Commission
- State Department of Forestry & Fire
Protection (CalFire)
- California Air Resources Board
- Department of Health Services
- Housing & Community Development
- Department of Conservation
- Energy Commission
- Department of Water Resources
- CalTrans-District Office-Planning & Project
Review
- CalTrans-District 3 - Downieville Yard
- Native American Heritage Commission
- State Office of Planning and Research
- State Water Board-Division of Drinking Water
- DWR - Sierra Valley Watermaster
- Other: _____

Other Agencies

- Sierra-Plumas Joint Unified School District
- City of Loyalton
- Sierra Brooks Homeowners Association
- Northern Sierra Air Quality Management
- Sierra Valley Resource Conservation
- Nevada County Resource Conservation
- Sierra Economic Development District
- Public Utility/Water/Waterworks District: Verdi
- Sierra Brooks Water: _____
- Fire Protection District: Sierra County Fire
Protection District 1; Truckee Meadows FD
- Hospital or Health Care District: _____
- Sierra Valley Groundwater Management
- Long Valley Groundwater Management
- Contiguous County Planning Department: _____
- Liberty Utilities
- Pacific Gas & Electric Company
- Plumas Sierra Rural Electric Cooperative
- SBC/ATT-Serving Phone Communications
- Private or Public Water Company: _____
- NE Center of CA Historical Resources Information
System
- Other: _____

Project Description

The following application has been submitted to the Sierra County Planning Department. The project is being sent to your agency for early review and comment. The purpose of this "early consultation/routing" is to identify any unforeseen issues or reasons why the project should not be "exempt" from CEQA, and/or to solicit review comments and recommended conditions of approval.

Application Number: **1738**
 Application Title: **Billingsley—Special Use Permit**
 Assessor's Parcel Number(s): **023-150-030-000**
 Property Address/Location: **915 Sunrise Creek Road, Verdi**
 Project Description:

A Special Use Permit (SUP) for the temporary (12-18 months) occupancy of a trailer while constructing a permanent single family residence at 915 Sunrise Creek Road in Verdi.
 Planning staff's preliminary environmental assessment: exempt under CEQA Guidelines Sections of California Code of Regulations (CCR), Title 14, 15303 (Class 3) and 15305 (Class 5 Categorical Exemption) as well as the Sierra County Code (SCC § 38.05.050(C)(1).

Comments and Conditions

- If you have any questions regarding this project, or require additional information to evaluate and prepare comments or recommended conditions for the project, please send us a list of these requests **within two weeks**.
- Please send your comments and conditions to us no later than **March 5, 2025**. If we do not receive a response by this date, we will presume that your agency has "no comment." If you require additional time for review, please contact me at (530) 289-3251 or apowell@sierracounty.ca.gov.

Sincerely,

Ashley Powell
Planner II

Comments are: Attached No comment

Elizabeth Morgan 2/28/2025
Signature, date

Elizabeth Morgan, REHS
Print Name and Title

Sierra County Environmental Health
Print Agency

Exhibit 5

Environmental Health
P.O. Box 7/ 202 Front Street
Loyalton, CA 96118
Phone: (530) 993-6716
Fax: (530) 993-6790
envhealth@sierracounty.ca.gov



Rhonda Grandi, Assistant Director
Sierra County Public Health

Sierra County

MEMORANDUM

Date: February 28, 2025

To: Sierra County Planning Department

From: Elizabeth Morgan, MPH, REHS
Sierra County Environmental Health

**SUBJECT: File 1738: Billingsley – Special Use Permit
APN 023-150-030-000 (915 Sunrise Creek Road, Verdi**

Sierra County Environmental Health has reviewed the application for a Special Use Permit (SUP) for the temporary (12-18 months) occupancy of a trailer while constructing a permanent single-family residence at 915 Sunrise Creek Road in Verdi. Environmental Health has no objection to the approval of this Special Use Permit subject to the Environmental Health Condition below.

Water Supply: This parcel has a well that was drilled under Building Permit # 2022-45 with a final date of 11-4-2022. Permit conditions require that a bacteriological water sample will be required prior to obtaining a certificate of occupancy for any future dwelling and an arsenic water test is also recommended due to wells in the area having arsenic levels that exceed drinking water standards.

Onsite Wastewater Treatment System (OWTS): This parcel has a permit to install an OWTS (Building Permit # 2024-45). The applicant is currently in the process of having a contractor install the OWTS. Since the OWTS is uphill from the trailer site location, connecting the trailer to the OWTS is not practical.

Proposed occupancy of a trailer during construction: The applicant proposes to transport the trailer to an approved disposal site to dispose of the waste. Since the location of the property is close to disposal site locations, transporting the trailer to a disposal site is acceptable to environmental health. As a condition to this approval, the property owner will need to keep receipts of the disposal records and have them available for environmental health if requested.

Feel free to contact Sierra County Environmental Health at (530) 993-6716 if you have any questions.

Elizabeth Morgan

Elizabeth Morgan, MPH, REHS
Sierra County Environmental Health

Exhibit 6

From: [Candy Hunter](#)
To: [Ashley Powell](#)
Subject: Billingsley special use permit
Date: Monday, March 17, 2025 10:28:42 AM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning,

The Billingsley special use permit was forwarded to me by Kelly Champion, our Fire District Clerk as I'm a Board Director representing Verdi/Long Valley.

I've actually seen the property on my hikes to the south, and wondered for quite a long time if someone was living there (another neighbor asked me about it too). I noticed a couple errors on the application:

1. I believe Sunrise Creek does have CC&Rs at the very least, and I recall friends participating in homeowner association meetings since 1983. Everyone chipped in to pave the road many years ago and maintain it when it was dirt at the very least. The application does not indicate any form of association, even informal, and it's not clear whether the neighbors have been apprised of the situation. The trailer, tanks, etc. are very visible and close to their road. I don't know if there is opposition, but it seems to me they should be consulted, I'd be concerned about a trailer fire, especially given the high risk area of Verdi, CA. They are in the Very High of CalFire's Fire Hazard Severity Zones.

2. The closest fire station (TMFPD) is approximately [6.5 miles](#), **not** 1.9 miles from the trailer, and Sunrise Creek Road is narrow and winding through the forest (regrown since the Crystal Fire), though now paved. There is a gate to Sunrise Creek but I've rarely if ever seen it closed.

3. The nearest ER is 10 miles on McCarran, not 8.5.

4. Is the 3,000 water tank full? Can they certify that they maintain it and that nozzles are compatible with TMFPD?

Thanks Ashley!

Candy Hunter
775.846.2315

