

From: Juliana Lucchesi
To: ["Nicholas Sinnott"; Jim Freeze](#)
Cc: [Parish Cross](#)
Subject: CEQA Compliance for Self-Storage and Car Wash
Date: Monday, July 25, 2016 4:13:00 PM
Attachments: [CEQA Compliance.pdf](#)

Mr. Sinnott and Mr. Freeze:

Please see the attached memo regarding the Planning Department's requirement of a complete Initial Study under the California Environmental Quality Act (CEQA) for your project.

We have previously sent a proposal and agreement related to the Initial Study. We will need a signature by Mr. Freeze and the indicated deposit on the agreement to move forward with the Initial Study. Please let me know if I need to resend the documents for your review.

We cannot proceed with the Design Review Application and other city documentation until the Initial Study is complete.

If you have any questions or comments, please feel free to contact our office.

Juliana Lucchesi
City Planner

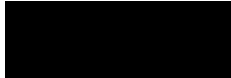


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July 25, 2016

Jim Freeze



Subject: California Environmental Quality Act Compliance

Dear Mr. Freeze:

Thank you for meeting last week pertaining to your Design Application. Based on consultation with Scott Friend, Senior Associate at Michael Baker International, I have determined that you will be required to follow through with an Initial Investigation under the California Environmental Quality Act (CEQA), and that you are not exempt from the process.

Since the development is within the City of Mt. Shasta jurisdiction, we are considered the Lead Agency. As Lead Agency, it is up to our determination if and how CEQA is applied to a development project. I have determined based on the concern for the environment by our residents and previous development practices that an Initial Study is appropriate.

Your design application for the Self-Storage and Car Wash will remain pending until the Initial Study is completed and a Negative Declaration or Mitigated Declaration can be made. If you choose to not pursue an Initial Study, the project will be determined incomplete.

If you have any questions or comments concerning your project's CEQA compliance, please feel free to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read "Juliana Lucchesi".

Juliana Lucchesi
City Planner

From: Juliana Lucchesi
To:
Cc: [Paul Eckert](#); [Keith McKinley](#); "[SFriend@mbakerintl.com](#)"
Subject: Freeze Mini-Storage and Car Wash Project Agreement
Date: Wednesday, June 15, 2016 12:01:00 PM
Attachments: [Jim Freeze CEQA Agreement 2016.pdf](#)

Mr. Freeze and Mr. Sinnott:

The City of Mt. Shasta has put together an agreement to be signed between Mr. Freeze (the Applicant) and the City for the CEQA process related to the Freeze Mini-Storage and Car Wash project.

The attached agreement outlines the responsibilities, payment, and terms between the City and yourself. Please read over the document and let us know when you would like to schedule an initial project meeting. The initial meeting would occur between the City, CEQA contractor, and yourself to review the project schedule and required materials. We can also at that time review the list of required documents for the project design review application, and any other city required processes.

Please feel free to call (530) 926-7510 or email with any questions on the process.

Juliana Lucchesi
City Planner



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From: [Keith McKinley](#)
To: [Friend, Scott](#)
Cc: [Juliana Lucchesi](#); [Paul Eckert](#)
Subject: Re: Freeze Project - Status Check
Date: Tuesday, June 14, 2016 2:54:56 PM

Yes, an accurate email to both Jim and Nick would be staff's next move. Email will also include language that explains we can't get started until the materials are submitted as per the requirements set forth in the Design Guidelines and Use Permit application. Given who we are dealing with I think it needs to be clear that Consultant can't begin until the materials are submitted. I'm not sure to what extent the "project description" from the applicant will be usable for a detailed CEQA "project description." I would guess that once we get all the materials and forward them to you that you may need to work with Nick more to get him to think the project thru and provide details beyond "mini storage with x units and a self serve car wash" .. I fear these folks might be a challenge since they aren't CEQA believers. Let us know what type of help, if any, you need to get to the details of the project.

One thing that they may not have told you is that the site is known not to have adequate water pressure for most development. It has been know for awhile, but there are projects planned to remedy the big lakes water problem. This info will come in handy when considering the impacts to public utilities. The information didn't seem to phase the applicant except to respond with argument. Anyway... i'm sure you've had these experiences elsewhere.

I will be back in City Hall Thursday by then I'll have more to report but perhaps staff will inform you if there are developments before then.

Keith

From: Friend, Scott <SFriend@mbakerintl.com>
Sent: Tuesday, June 14, 2016 2:04:40 PM
To: Keith McKinley
Cc: Juliana Lucchesi; Paul Eckert
Subject: RE: Freeze Project - Status Check

Keith,

Thank you for the email. You've more than answered my question.

For what's it's worth, I do think that Mr. Freeze is waiting to hear from the City what the "next steps" are. Thus I think a communication from Juliana would be a good idea. You are also correct that we would like to have the completed application and plans before we get going with our work. As you know, the most critical first-step in the CEQA process is getting a stable and accurate Project Description (the basis of any analysis work) and having a complete and accepted application is the first step in that direction.

As for a "kick-off" meeting, I think that's a great idea. I'm generally available on Friday's mid-day; anytime Monday's after lunch; Tuesday's; or, early or late on Wednesday's. Please let me know what works for the group and I'm happy to participate.

I'll look forward to a conversation on this soon and to getting to meet Juliana. What a fun way to get introduced to California requirements and CEQA.

- Scott

From: Keith McKinley [mailto:kmckinley@mtshastaca.gov]

Sent: Tuesday, June 14, 2016 1:07 PM

To: Friend, Scott <SFriend@mbakerintl.com>

Cc: Juliana Lucchesi <jlucchesi@mtshastaca.gov>; Paul Eckert <eckert@mtshastaca.gov>

Subject: Re: Freeze Project - Status Check

Scott,

I'm glad you emailed today for it is very timely. First, please note that I've cc'd Juliana Lucchesi on this email along with City Manager Paul Eckert. Juliana is the new City Planner and she has been in contact with both Jim and Nick. Jim called a week ago Friday and seemed ready to come in and submit a check to us to cover the required deposit, and to sign the agreement. Perhaps he has not gotten the word from us that we expect him soon or that our agreement is ready to execute. I believe the City Staff (Juliana?) can easily send emails to Jim and Nick itemizing the next critical steps (completing the application and signing the agreement with required deposit).

Yes, it is true I will be involved in the project's CEQA process. Essentially that means getting the draft Initial Study out the door to the clearinghouse once the admin draft is reviewed and we review and accept the draft. So I will be involved with this since I started it and we've been working with the applicant and representative. Essentially this project's CEQA process will be used as a demonstration exercise to help get Juliana familiar how this CEQA stuff works.

Officially "Where we are" on the project is that we have an agreement drafted and ready for Jim Freeze to sign and give us a 20 K deposit based on your proposal. Concurrently, Juliana has contacted Nick Sinnott and let him know the next step is to proceed with submitting a completed application. As mentioned above, perhaps we need to email the applicant's camp and say hey come in to sign the agreement, submit the application materials, and let's get started. I believe you are going to need the final versions of application materials prior to kick off. Anyway, I am under the impression we are ready to execute the agreement with the applicant. Once we get that you can probably start. However, maybe you would like to wait for the application materials. Let us know.

I think it might be Best Practice for a conference call kick-off meeting with you, City Staff and myself so you can for one get familiar with Juliana, and two, we can set off the project properly and discuss various roles and expectations to get us to the administrative draft phase. If that sounds okay with you we should schedule a good time soon.

So, i guess we need to get the applicant in to provide the materials, and sign the agreement.

Anyway, that is where we are at ... if you have anything to ad to the discussion please do so but remember to "reply to all" so we are all in the loop.

I'm looking forward to assisting in any way i can to get this document out the door to the State Clearinghouse and I've committed myself to the task, so we will be in touch.

Have a great day,

Keith McKinley

From: Friend, Scott <SFriend@mbakerintl.com>

Sent: Tuesday, June 14, 2016 11:28 AM

To: Keith McKinley; Keith McKinley

Subject: Freeze Project - Status Check

Keith,

Hola. Any news on the status of the Freeze project? I ask as I think you mentioned that you were still going to maintain involvement in the project.

Jim called me at the end of last week asking what was happening. We spoke, he said he wanted to move forward but I'm not sure where it goes from here.

Thanks for any input you can offer. I hope all is well.

Scott Friend, AICP | | Michael Baker International
140 Independence Circle, Ste C | Chico, CA 95973 | [O] 530-513-5974 | [M] 530-228-8768
sfriend@mbakerintl.com | www.mbakertnl.com



From: [Keith McKinley](#)
To: [Friend, Scott](#)
Cc: [Paul Eckert](#); [Juliana Lucchesi](#); [Nicholas Sinnott](#)
Subject: RE: Freeze Project
Date: Monday, June 06, 2016 11:38:41 AM
Attachments: [Freeze MiniStorage_CarWash_to_City.pdf](#)

Scott,

Thank you for the proposal. What we have to do next, I believe, is to get a deposit from and an agreement of sorts with the applicant regarding the preparation and payment for the CEQA document.

Please note that my interim status is coming to a close, and my involvement is less now. We have a new City Planner as of today. Juliana Lucchesi. I cc'd Juliana, Paul Eckert, and the Applicant Representative on this email so we can get everybody informed.

I assume I will be involved with the CEQA developments up to the Staff Review of the Draft and also getting the document out to the clearinghouse for this project. Agenda reports and preparation through the planning Commission will most likely be Juliana since she will be well versed by then as to the CUP process and Planning Commission meetings.

Thank you for working on this proposal, hopefully the applicant can sign an agreement and submit a deposit soon and the CEQA work can begin.

Sincerely,

Keith

From: Friend, Scott [mailto:SFriend@mbakerintl.com]
Sent: Monday, June 06, 2016 9:12 AM
To: Keith McKinley <kmckinley@mtshastaca.gov>
Subject: RE: Freeze Project

Keith,

Good morning. Any word from Mr. Freeze on the status of his project and if you will be wanting us to proceed with CEQA support?

I want to make sure that we can move forward quickly on this if that's what needs to happen.

Thank you.

Scott Friend, AICP
Michael Baker International - Chico
Office: (530) 513-5974

Mobile: (530) 228-8768
sfriend@mbakerintl.com

From: Keith McKinley [<mailto:kmckinley@mtshastaca.gov>],
Sent: Tuesday, May 31, 2016 10:22 AM
To: Nicholas Sinnott
Cc: Friend, Scott <sfriend@mbakerintl.com>; Paul Eckert <eckert@mtshastaca.gov>
Subject: Freeze Project

Nick,

I got your call and the answer to the question is that June 21 is the next meeting. However, the Freeze project will not be on that agenda.

Typically the agenda closes the last day of the previous month for projects that do not require a CEQA evaluation. This project will have an initial study completed recommending a negative dec or mitigated negative declaration. Only after that study is completed, and the document completes a 30-day public and agency review and comment period will a public hearing be scheduled.

Since the consultant will be sending the City a proposal soon, we will review and sign the agreement, then have a similar agreement signed from the applicant indicating that the City pays the consultant, and the applicant pays the city (for lack of a better description) The City will also require a certain amount (to be determined) on deposit from the applicant so we can pay the consultant.

The next step is for you to submit the application with all the required materials and pay the fee if not paid already. Then the city and the applicant enter into an agreement to pay consultant, and we authorize the consultant to complete the work as agreed upon.

Thank you for all your effort

Keith McKinley

From: [Paul Eckert](#)
To: [Nicholas Sinnott](#)
Cc: [Juliana Lucchesi](#); [Parish Cross](#); [Kathryn Wilson](#); [Dave Smith](#)
Subject: RE: Jim Freeze- Self Storage and Car Wash Project meeting
Date: Thursday, June 30, 2016 11:59:42 AM

Hi Nick,

We greatly appreciate your investment in Mt. Shasta. If there is anything we can do for you please let us know. I will be out several days next week so please let us know any specifics you wished to discuss so we can get the right people involved as quickly as possible. I have copied several other Team Members to keep them updated.

Happy Independence Day!

Paul

Paul Eckert, City Manager



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From: Juliana Lucchesi
Sent: Thursday, June 30, 2016 11:00 AM
To: Nicholas Sinnott
Cc: Paul Eckert <eckert@mtshastaca.gov>
Subject: RE: Jim Freeze- Self Storage and Car Wash Project meeting

Nick:

I will be out of the office next week, but our City Manager could meet with you Friday, July 8th.

We were wondering if you had a chance to review our CEQA agreement? We will need to sign that agreement to start the process.

Also, do you intend to just submit new materials for your application during the meeting? Were there other points you wished to cover in the meeting?

If there are any questions I could answer over email please feel free to let me know. I apologize for

any inconvenience with scheduling.

Juliana Lucchesi
City Planner



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From: Nicholas Sinnott
Sent: Wednesday, June 29, 2016 2:52 PM
To: Juliana Lucchesi <jlucchesi@mtshastaca.gov>
Subject: Jim Freeze- Self Storage and Car Wash Project meeting

Good day Juliana: Mr. Freeze and I would like to schedule a meeting with you and your staff about the design review application.

I would appreciate a meeting scheduled for next week because I am going to a family reunion July 9th to the 16th.

I have refined the project from our last meeting to be more in line with city planning requirements.

I look forward to meeting you.

Regards,
Nick Sinnott, Design Services

From: Juliana Lucchesi
To: ["Nicholas Sinnott"](#)
Subject: RE: Meeting Appointment
Date: Tuesday, July 19, 2016 8:17:00 AM

I have you scheduled for 2pm today.

Juliana Lucchesi
City Planner



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From: Nicholas Sinnott
Sent: Monday, July 18, 2016 3:31 PM
To: Juliana Lucchesi <jlucchesi@mtshastaca.gov>
Subject: Re: Meeting Appointment

Juliana: I just spoke with Mr. Freeze and have confirmed our 2:00 p.m. meeting appointment for tomorrow, Tuesday 19th.

Please confirm this will work for you.

Thanks,

Nick

From: Juliana Lucchesi <jlucchesi@mtshastaca.gov>
To: Nicholas Sinnott ; Jim Freeze ; Janet Barboza
Sent: Monday, July 18, 2016 2:12 PM
Subject: RE: Meeting Appointment

Nick:

The full City Staff team is not available in the next day and a half to meet.

I can meet with Mr. Freeze and yourself tomorrow any time after 10am to discuss the CEQA agreement and the process of reviewing the Design Review Application.

Please let me know what time works for you, and I will schedule a meeting.

Juliana Lucchesi
City Planner



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From: Nicholas Sinnott

Sent: Monday, July 18, 2016 8:52 AM

To: Juliana Lucchesi <jlucchesi@mtshastaca.gov>; Jim Freeze ; [Janet Barboza](mailto:Janet.Barboza)

Subject: Meeting Appointment

Good morning Juliana: I am back in my office and am ready to schedule our meeting. Mr. Freeze and myself are available today and tomorrow.

Please schedule as as soon as possible. I am looking forward to proceeding with Mr. Freezes' Projects.

Nick

From: [Nicholas Sinnott](#)
To: [Juliana Lucchesi](#); [Jim Freeze](#); [Janet Barboza](#)
Subject: Re-schedule meeting
Date: Friday, July 08, 2016 12:21:44 PM

Good day Juliana:

I hope you had a good time if it was a vacation break.

Mr. Freeze spoke to the City Manager this morning and they agreed a meeting today would not result in decisions, agreements or conclusions that would lead to significant progress of his project.

Therefore, I would like to re-schedule with you and staff for either the 18th, 19th, or 20th of this month. I hope that works because I am out of town again on the 21st until the 25th.

Mr. Freeze delivered (3) packets to your office yesterday. Please review and do not hesitate to comment or call as you wish.

In closing, we look forward to meeting you and bringing these (2) notable projects to the city of Mt. Shasta.

Thank you,

Nick Sinnott