



AGENDA - REGULAR PLANNING COMMISSION MEETING **Thursday, July 9, 2026, at 5:30 P.M.**

Wastewater Treatment Plant (WWTP), 210 Battery Street, Crescent City, CA 95531

PART I – CALL TO ORDER & ROLL CALL

PART II - PUBLIC COMMENT PERIOD

The public may address the Planning Commission on any item of interest that is within the Commission's subject matter jurisdiction or that appears on the agenda. Due to the Brown Act, the Commission is not able to discuss extensively or act on any items that do not appear on the agenda. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. All comments shall be directed toward the entire Planning Commission. Any comments that are not at the podium are out of order and will not be a part of the public record. After receiving recognition by the Chairperson, please state your name and city or county residency for the record. Public comment is limited to three (3) minutes or other reasonable limitations specified by the Chairperson (Gov't Code §54954.3(b)).

PART III - APPROVAL OF MINUTES: March 12, 2026 and May 14, 2026 Meeting Minutes

PART IV - AGENDA ITEMS:

- 1. A Public Hearing to consider a Zoning Ordinance Amendment (Application ZOA26-01) to amend the Signs Regulations Ordinance (CCMC § 17.39) to allow digital signs on school property.**

Recommendation: Adopt Resolution No. PC2026-11, A Resolution of the Planning Commission of the City of Crescent City recommending the City Council adopt the amendments to the Signs Regulations Ordinance, Chapter 17.39 of the City's Municipal Code.

- 2. A Public Hearing to consider a minor Architectural Review (Application AR26-07) for Troy Duncan's (Battery Point Group) proposed façade change on an +45-year-old existing commercial building located at 983 3rd Street (APN 118-070-012).**

Recommendation: Adopt Resolution No. PC2026-12, A Resolution of the Planning Commission of the City of Crescent City Approving Troy Duncan's (Battery Point Group) minor Architectural Review (Application AR26-07) for a proposed façade change on a +45-year-old existing commercial building.

PART V – STAFF UPDATES TO PLANNING COMMISSION

CITY OF CRESCENT CITY PLANNING COMMISSION
AND ARCHITECTURAL REVIEW COMMITTEE

PART VI – ADJOURNMENT: to 5:30 pm Thursday, August 13, 2026

POSTED on July 6, 2026, by Heather Welton, Community Development Specialist. A full agenda packet may be reviewed at City Hall, 377 J Street, Crescent City, CA or on our website: www.crescentcity.org.

THE PUBLIC IS INVITED TO PARTICIPATE IN THE FOLLOWING MANNER:

- **In-Person:** a 3-minute public comment at the podium will be allowed.
- **In-Writing:** prior to 12:00 PM the day of the meeting, via publiccomment@creascentcity.org or by filing with the City Clerk at 377 J Street, Crescent City, CA, 95531. *Written public comments will be forwarded to the Planning Commission, posted on the website, and will not be read aloud during the meeting.*

If you have any questions about this agenda, please contact:
Ethan Lawton, Contract City Planner, at elawton@shn-engr.com.

If you need any accommodations for the meeting, please contact:
the City Clerk's office at (707)464-7483, ext. 12 at least 48 hours prior to the meeting.
For TTYDD use for speech and hearing impaired, please dial 711.

Vision: The City of Crescent City will continue to stand the test of time and promote quality of life and community pride for our residents, businesses and visitors through leadership, diversity, and teamwork.

Mission: The purpose of our city is to promote a high quality of life, leadership and services to the residents, businesses, and visitors we serve. The City is dedicated to providing the most efficient, innovative and economically sound municipal services building on our diverse history, culture and unique natural resources.

Values: Accountability, Honesty & Integrity, Excellent Customer Service, Effective & Active Communication, Teamwork, and Fiscally Responsible

CITY OF CRESCENT CITY
PLANNING COMMISSION & ARCHITECTURAL REVIEW COMMITTEE

Commission Members: Ray Walp, Chairperson * Kristine DeCossio, Vice-Chair
* Shawna Hyatt * Debra Perius * Paul Martinez



Incorporated April 13, 1854

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MINUTES - REGULAR PLANNING COMMISSION MEETING
Thursday, March 12, 2026, at 5:30 P.M.

Wastewater Treatment Plant (WWTP), 210 Battery Street, Crescent City, CA 95531

PART I – CALL TO ORDER & ROLL CALL

Vice Chair DeCossio the meeting to order at 5:31 p.m.

Commissioners present: Vice Chair Kris DeCossio, Commissioner Shawna Hyatt, Commissioner Debra Perius, and Commissioner Paul Martinez

Commissioners absent: Chairman Ray Walp

Staff present: City Manager Eric Wier, City Attorney Martha Rice, Public Works Director Dave Yeager, Contract Planner Ethan Lawton, Contract Planner Bob Brown and City Clerk/Administrative Analyst Robin Altman for Community Development Specialist Heather Welton

Vice Chair DeCossio asked for item 1 to be moved to #3

On a motion by Commissioner Perius, seconded by Commissioner Martinez, and carried on a 4-0 polled vote, with Chairman Walp absent, the Crescent City Planning Commission & Architectural Design Review Committee agreed to move item 1 to item 3.

PART II - PUBLIC COMMENT PERIOD

Cate Claussen: spoke in regard to development in the City and that residents feel it is overdeveloped.

Margaret Sargent: does not want more building as she believes the WWTP is overloaded.

PART III - APPROVAL OF MINUTES: None

PART IV - AGENDA ITEMS:

A Public Hearing to consider a Site Plan & Architectural Design Review (Application AR26-02) for Community System Solutions proposed 36-unit mixed-use development, located at 962 & 964 3rd Street, Crescent City, CA 95531 (APN 118-120-025-000).

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Vice Chair DeCossio opened the public hearing at 5:44 p.m.

City Manager Wier explained the to the Commission that this project is a mixed-use project that has housing above downtown businesses. In order for the downtown to thrive, residential development opportunities are needed. City Manager Wier stated that several public workshops were held to discuss this project and received feedback from community. Commissioner Hyatt asked if grant funds have been secured; City Manager Wier answered in the affirmative in the amount of \$660k. Contract Planner Ethan Lawton outlined the project in detail as well as the State Density Bonus Law consistency of the project.

Vice Chair DeCossio was surprised at the requirement for 2 parking spaces for each unit. City Manager Wier stated that the State would rather have a parking problem than a housing problem. The parking on 3rd Street will be limited to 2-hours. He further outlined the public parking lots that are close to the project as well as the surrounding street parking opportunities. Commissioner Hyatt asked how the City came to the conclusion to waive the parking requirement; Planner Lawton stated that the City did not waive the parking requirements, the State outlines that the City cannot require a certain amount of parking spaces. Michael Bahr, CEO of Community Systems Solutions, a non-profit focused on affordable housing, went over his background and experience working within the communities he lives in. He detailed the design of the apartments that will include energy efficiency aspects. Under state law, we do not have to provide parking, however, are working with the City to provide parking in the future. The report done by Planning staff proves that this project meets all requirements for approval. Commissioner Martinez asked how confident the applicant is to be able to provide parking; Mr. Bahr stated that occupancy is expected in 2027 and there are already designated parking lots and the property owner wants it to stay that way. Committee Member Martinez asked if CSS has any projects completed that can be viewed locally; Mr. Bahr stated that are no projects locally, but there are developers that CSS has worked with that he can provide addresses for those projects.

Adrienne McAndrews: stated that Enoteca will be affected by the lack of parking.

Lenora Carmody: stated whenever events occur downtown, she has to put cones in front of her house on J St. to preserve parking space for her home.

Gate Claussen: spoke in opposition to the project and prefers a smaller downtown.

Margaret Sargent: does not support changing the downtown area.

Mr. Bahr explained that the project has a right of way that semis can drive through for Enoteca; additionally, Enoteca does not own the parking lot, they are using CSS' property.

Commissioner Hyatt stated that the parking lot should not be taken away from the business owner. Does not agree with adding residential to this project, but does support

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businesses. City Manager Wier stated that the parking lot being spoken of is not a public parking lot and that this project is not taking away the parking for the area.

Kevin Hartwick: stated that this project has already gone through the approval process and is before the Planning Commission is for an Architectural Design.

Vice Chair DeCossio closed the public hearing at 6:51 p.m.

City Manager Wier explained that State law does require what is going before the Commission tonight, the City's hands are tied. It doesn't matter if the Commissioners like it or not, it is the question before the Commission to answer if this project meets the qualifications for approval. Commissioner Hyatt stated that she's asked for flow reports three times and hasn't received it, wants clarification on the amount of hookups; City Manager Wier stated that flow and connections are different things. Commissioner Hyatt stated she would like to see this before the Commission.

Commissioner Hyatt made a motion to have additional information on the WWTP capacity and extra hookups on a future agenda; Commissioner Perius seconded the motion, however withdrew her action.

Commissioner Hyatt made a motion to delay this project until more information on the WWTP is received; motion failed for lack of a second.

Vice Chair DeCossio asked if this can be approved tonight and then the additional information be provided later; City Manager Wier explained that the amount of connections does not effect the decision for tonight.

On a motion by Commissioner Martinez, seconded by Vice Chair DeCossio, and carried on a 3-0-1, with Commissioner Hyatt abstaining and Chairman Walp being absent, the City of Crescent City Planning Commission and Architectural Design Review Committee adopted Resolution No. PC2026-05, A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CRESCENT CITY APPROVING A MAJOR SITE PLAN & ARCHITECTURAL DESIGN REVIEW (APPLICATION AR26-02) GRANTING COMMUNITY SYSTEM SOLUTIONS 36-UNIT MIXED-USE DEVELOPMENT

2. A Public Hearing to consider a Conditional Use Permit (Application UP24-09) for Bruce Thompson's proposed 4-unit residential only development, located on a vacant parcel at Front & F St

Vice Chair DeCossio opened the public hearing at 7:00

Planner Lawton went over the project and it's qualifications to be approved for a Conditional Use Permit. Bruce Thompson, the applicant, is representing the owner to have a similar project like the one built by Marshall Jones and is on 2nd St.

There were no comments from the public.

Vice Chair DeCossio closed the public hearing at 7:10 p.m.

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On a motion by Commissioner Martinez, seconded by Commissioner Perius, and carried on a 4-0 polled vote with Chairman Walp being absent, the City of Crescent City Planning Commission approved a Conditional Use Permit (Application UP24-09) for Bruce Thompson's proposed 4-unit residential only development, located on a vacant parcel at Front & F St

3. A Public Hearing to consider accepting the 2024 General Plan Annual Progress Report (GP APR) and recommend acceptance to City Council.

Vice-Chair DeCossio opened the public hearing at 7:12 p.m.

Planner Lawton explained the necessity of the General Plan and that a progress report is done annually. He further stated that the Plan is acceptable and can be forwarded to the City Council for approval to then be submitted to the State.

Gate Claussen: asked if the General Plan was important and if the City could be sovereign.

Vice Chair DeCossio closed the public hearing at 7:19 p.m.

On a motion by Commissioner Martinez, seconded by Commissioner Perius, and carried on a 4-0 polled vote with Chairman Walp being absent, the City of Crescent City Planning Commission adopted Resolution No. PC2026-04, A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CRESCENT CITY TO ACCEPT THE 2025 GENERAL PLAN ANNUAL PROGRESS REPORT AND RECOMMEND ACCEPTANCE TO THE CITY COUNCIL

PART V – STAFF UPDATES TO PLANNING COMMISSION

Planner Lawton gave an update stating that since there is nothing pending, the next meeting is planned to be cancelled.

PART VI – ADJOURNMENT:

There being no further business to come before the Commission, Vice Chair DeCossio adjourned the meeting at 7:22 p.m. to the regular meeting of the City of Crescent City Planning Commission and Architectural Review Committee scheduled for Thursday February 12, 2026 at 5:30 p.m.

ATTEST:

Robin Altman, City Clerk/Administrative Analyst for Heather Welton, Community Development Specialist

CITY OF CRESCENT CITY
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MINUTES - REGULAR PLANNING COMMISSION MEETING
Thursday, May 14, 2026, at 5:30 P.M.

Wastewater Treatment Plant (WWTP), 210 Battery Street, Crescent City, CA 95531

PART I – CALL TO ORDER & ROLL CALL

Chair Walp called the meeting to order at 5:30pm

Commissioners present: Chairman Ray Walp, Vice Chair Kris DeCossio, Commissioner Shawna Hyatt, Commissioner Debra Perius, Commissioner Paul Martinez

Staff present: City Manager Eric Wier, City Attorney Martha Rice, Public Works Director Dave Yeager, Contract Planner Ethan Lawton, and Community Development Specialist Heather Welton

PART II - PUBLIC COMMENT PERIOD

Doug Dye, County resident-provided a transcript to the clerk to give to the commission and held a card up that said inevitable. He spoke about the Downtown Specific Plan, he said the inevitable is forgotten. He spoke about housing, state density and natural disasters. He said the town has been sold out and he commends commissioners to push back on the density.

Chair Walp stated he thinks the City Council is where those comments should be brought up.

Arianna, County resident- said she grew up here and her family is here. She said she has gone back and forth on if staying here is realistic. She has started noticing positive changes. She likes the way the City is headed. She said she follows some social media pages and notices a handful of the same residents speaking negatively. She loves this area and wants to raise a family here.

Cate Classen, County resident- asked the commission to focus on rural development versus tourism. She said she would like to see the community invest instead of writing grants for low-income housing. She recommends going out and finding more small businesses. She thinks tourism will create an urban environment with no real jobs. She regrets a recent social media post she made. She thinks we need trade schools and training. She spoke about state mandates. She wants everyone to be in prosperity.

Chair Walp said there is a grant program that is for people who want to start small businesses. And the process is underway.

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PART III - APPROVAL OF MINUTES:

October 16, 2025, February 12, 2026, and April 9, 2026 minutes.

There was no public comment.

On a motion by Chair Walp, seconded by Commissioner Martinez, and carried on a 5-0 polled vote, the Crescent City Planning Commission and Architectural Review Committee approved the October 16, 2025, February 12, 2026, and April 9, 2026 meeting minutes as presented with the clerical change of demonic acid to domoic acid in the public comments of February 12, 2026 minutes and Chair Shamblin changed to Chair Walp in adjournment section in the February 12, 2026 minutes.

PART IV - AGENDA ITEMS:

1.A Public Hearing to consider a Mural Architectural Review (Application AR26-04) for Dirt & Glitter's proposed seven murals on electrical boxes located at H Street between Front and 2nd street (APN 118-070-026), G Street between Front and 2nd Street (APN 118-060-020), 4th and E Street (APN 118-130-009), Front and G Street (APN 118-020-031), Transit Center parking lot facing Mason Mall (APN 118-070-025).

Planner Lawton gave a brief presentation. He said there are seven murals in five locations. He showed renderings of the murals. He showed a map of the areas where the public notices went out. He said a coastal development permit is not required because the murals are not considered development. He went over the standards for architectural review.

The following residents addressed the commission:

Cate Classen, County resident- said she went to art school and wants to know if some of our local artists or school art classes are involved. She also recommended an art contest.

On a motion by Commissioner Martinez, seconded by Commissioner Perius, and carried on a 5-0 polled vote, the Crescent City Planning Commission and Architectural Review Committee adopted Resolution No. PC2026-08, A Resolution of the Planning Commission of the City of Crescent City approving a Mural Architectural Review (Application AR26-04) granting Dirt & Glitter's proposed seven murals.

2.A Public Hearing to consider a Mural Architectural Review (Application AR26-05) for Lezlie Duncan's proposed two murals, located at 983 3rd Street (APN 118-070-023) and 1080 Mason Mall (APN 118-070-021).

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Commissioner Martinez recused himself due to a conflict of interest and left the room during the discussion of the item.

Planner Lawton gave brief presentation. He showed the locations and the proposed murals and went over the standards for the architectural review.

The murals were discussed on a commission level.

The following residents addressed the commission:

Name not mentioned- Asked if the high school was doing murals and if that will mesh.

On a motion by Vice Chair DeCossio, seconded by Chair Walp, and carried on a 4 -0 polled vote, with Commissioner Martinez recusing himself, the Crescent City Planning Commission and Architectural Review Committee adopted Resolution No. PC2026-09, A Resolution of the Planning Commission of the City of Crescent City approving a Mural Architectural Review (Application AR26-05) granting Lezlie Duncan's proposed two murals.

3. A Public Hearing to consider a Major Site Plan & Architectural Review (Application AR26-06) for Sam Schauerman's proposed demolition permit and an 8-unit residential-only development located at 780 J Street (APN 118-240-027).

Commissioner Hyatt recused herself for living within 500 feet of AR26-06.

Planner Lawton gave a power point presentation. He wanted to clarify that this is not affordable housing, there are no waivers associated with this project.

Chair Walp stated he would like to have a separate public comment after the demolition portion is discussed.

Planner Lawton stated this is for a demo permit and major architectural review for the 8 units. The demo is for an existing single-family residence. He showed a map of the areas the public notices went to. He said it is not listed on the historic registry and is potentially not of historic significance and spoke about the disrepair the building is in.

The following residents addressed the commission:

Cate Classen, County resident- asked if the materials coming out of the building can be recovered.

Joyce Tupy, City resident- said the house is the original Flynn house and it's all intact. She said all that's wrong is the fireplace and some of the wiring and plumbing need to be fixed. She is against the demo. She showed a photo of a previously approved project by the same developer and how the approval photo and actual photo of the

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development are different, she said she's lost her trust in him due to that. She asked if the house can be moved.

Adrienne McAndrews, City resident- Is against the demolition of the house, she said yes, it has a red tag, but she has seen homes with red tags fixed. She truly believes it can be fixed.

Joyce Tupy, City resident- spoke again and talked about pricing.

Angel Verdugo, County resident- said she is a local realtor. She said if the units are built, she will be the rental representative. She said she was the realtor that sold it and that it was in a state of blight. And truckloads of garbage were taken out and the house smells like urine. She said even after it was cleaned people were squatting in it. She thinks a development that is well maintained will be helpful to the community rather than an unsafe vacant property. She said it was red tagged for a reason.

Jody Magnum, City resident- said there are no Victorian houses in the registry. She said the development looks like it's going to be large multi-story buildings. She said there is no doubt the house cannot be fixed up. She spoke about the 708 J plans.

Ward Stover, County resident- said he is the engineer for the applicant. He said the issue is the demo of a building that cannot be feasibly reconstructed. He said it is demolition by neglect. He said what would be helpful is to share the photos that are in the staff report.

A five-minute recess was called at 6:37pm.

Meeting started back at 6:42pm.

Photos were shown from the staff report.

Applicant Sam Shcauerman said the Zillow pictures are well before he took the house over. He said the house is completely dilapidated. He said before he even purchased it he did his due diligence. He said he understood the concerns. He said some of the parts of the house that are in good condition will be removed and given to another contractor. And there was a lot of unpermitted work that was done incorrectly, there is asbestos there and you cannot safely walk up the stairs due to the state of the house. And feasibly the house is unable to be moved.

Chair Walp said he has the oldest house in Crescent City. He said it cost two hundred thousand dollars to make it livable. He said he thinks Sam is doing us all a favor and the Victorian house is not a safe building.

Commissioner Martinez said he trusts the reports given by the Fire Chief and Ward Stover, he also appreciates that Sam is removing some of building materials that can be saved. He said he truly understands the opposition.

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Shawna Hyatt, City resident- said it sounds like the commission is on board with approving, she said she has witnessed lots of homeless activity and camps at the Victorian house. She said it is time to get rid of it, it has been an eyesore and will help property value.

Doug Dye, County resident- said he has been here for 8 years, and he has noticed these new developments popping up all over. His complaint is they all look the same. He said all these new developments have no green space. He said he is neutral on the demo, and it should come down.

Consensus from the commission was to approve the demo.

Planner Lawton continued his presentation. He went over the required criteria for environmental determination. Interdepartmental planning referrals were sent out and all departments approved, some with comments.

The following residents addressed the commission:

Cate Classen, County resident- said when designing green space can they make it bird and bee friendly. She said it would be nice if they kept the craftsman architecture style.

Doug Dye, County resident- his complaints are the cookie cutter style of the developments Sam does.

Applicant Sam Schauerman said the plans are considered modern craftsmans. He said he wanted the developments to be cohesive. He spoke about the market rate; he spoke about the water and sewer connections fees that he's paid as well as the permit and school mitigation fees.

Drainage on the lot was discussed on a commission level.

Robert Tupy, City resident- thinks the current development is a monstrosity. And he thinks it will have a negative effect; he fears parking will be bad.

Angel Verdugo, County resident- said there are some horribly maintained apartments in town. She said these homes will be beautifully maintained; the property management company has high standards. She said a lot of people prefer renting rather than purchasing homes. And that people want to live in a high-end unit and its good to have a variety of high end and low end units in the community. She does not think these homes are cookie cutter.

Applicant Sam Schauerman, said he makes sure in the leases that the frontage of the homes cannot have items, no trash cans, bikes etc. He said it will be maintained and landscaped.

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708 J Street and 780 J Street's architectural rendering were discussed by the applicant and a resident at the podium.

Adrienne McAndrews, City resident- said the commission stated there will be no traffic impact and now more units will be added. She said there will be added traffic and parking.

Jody Magnum, City resident- she said she is happy Sam is not building max density. She spoke about the Wastewater Treatment Plant and about the clams and the domoic acid. She spoke about the monarch bush near the Wastewater Treatment Plant and it should be saved. She said some people can have a control burn with the fire department.

Andrea Borges, County resident- said she is a local realtor. She said she wanted to come and touch bases on the fire situation and that was her suggestion for a controlled burn of the location.

On a motion by Commissioner Perius, seconded by Commissioner Martinez, and carried on a 4 -0 polled vote, with Commissioner Hyatt recusing herself, the Crescent City Planning Commission and Architectural Review Committee adopted Resolution No. PC2026-10, A Resolution of the Planning Commission of the City of Crescent City approving a Major Site Plan & Architectural Review (Application AR26-06) granting Sam Schauerman's proposed demolition permit and 8-unit residential-only development.

Chair Walp added the comment that he hates to see what should be a historic house torn down, in this case he is 100% for taking it down. He said the historic society is very hard to get into. He said to be historic it needs to be restored as it was when it was built.

PART V – STAFF UPDATES TO PLANNING COMMISSION

Planner Lawton- said he has two noteworthy items. One is a zoning ordinance application to amend the sign ordinance to allow led lights at schools. Second is the City Council has directed staff to look into short term rentals and there will be an update by Community Development Director Bob Brown at a future council meeting. He said the next Planning Commission meeting is June 11, 2026 depending on where the sign ordinance draft is. Otherwise, it might cancelled and postponed to July.

City Manager Wier- said the city has been busy with budgets. He said there will be budget workshops in the coming weeks. He invited the community and commission. He said Tidewater contractors were awarded the contract for the next phase of Beachfront Park and Front Street. He said the Chamber of Commerce has moved locations to the Mason Mall and the 4th of July parade route has been changed due to the closure of some of the normal routes for construction. He spoke about the new basket pattern stones that were placed in front of the Cultural Center. He said there will be future public meeting on the Downtown Master Plan and there will be future discussion on architectural standards.

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Planner Lawton- said 3 weeks ago was Administrative Professionals Day and thanked a staff member and presented them with a coffee mug gift.

Director Yeager- said the RV Park bathroom remodel is a third of the way done and that the two ADA cabins have been ordered.

PART VI – ADJOURNMENT:

There being no further business to come before the Commission, Chair Walp adjourned the meeting at 7:31p.m. to the regular meeting of the City of Crescent City Planning Commission and Architectural Review Committee scheduled for Thursday June 11, 2026 at 5:30PM.

ATTEST:

Heather Welton
Community Development Specialist

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CITY OF CRESCENT CITY
PLANNING COMMISSION & ARCHITECTURAL DESIGN COMMITTEE

Commission Members: Ray Walp, Chairperson * Kristine DeCossio, Vice-Chair
Shawna Hyatt * Debra Perius * Paul Martinez



Incorporated April 13, 1854

web: www.crescentcity.org

STAFF REPORT
AGENDA ITEM #1

TO: Chairperson Walp and Members of the Planning Commission
FROM: Community Development Department, Planning & Zoning
Ethan Lawton, Contract City Planner
BY: Community Development Department, Planning & Zoning
Ethan Lawton, Contract City Planner
DATE: Thursday, July 9, 2026
SUBJECT: A Public Hearing to consider a Zoning Ordinance Amendment (Application ZOA26-01) to amend the Signs Regulations Ordinance (CCMC § 17.39) to allow digital signs on school property.

SECTION 1: EXECUTIVE SUMMARY

Crescent Elk Middle School (Paige Swan and Lucas O'Laughin) has submitted a Zoning Ordinance Amendment request (Application ZOA26-01) to amend the Crescent City Municipal Code (CCMC) Sign Ordinance (CCMC § 17.39) to allow digital signs for school uses on school property. The proposed amendments to the Sign Ordinance (CCMC § 17.39) include adding a definition for School Digital Signs, establishing standards for school digital signs within the Sign Types-Generally section, permitting school digital signs in applicable residential and commercial zoning districts, and amending the Sign Regulation Matrix to include school digital signs as a permitted sign type.

The applicant has been in discussion with other schools in the City that have also expressed interest in installing digital signs. As a result, the recommended zoning ordinance amendment is intended to apply to schools that meet the definition of “schools, elementary and high” as defined in CCMC § 17.04.430 of the Crescent City Municipal Code. According to the zoning code definition (CCMC § 17.04.430) “elementary and high schools” mean public or private elementary, junior and senior high schools. Does not include trade schools, vocational schools, business schools, or other schools not devoted primarily to academic instruction. Examples of schools within the City that meet this definition include Joe Hamilton Elementary, Crescent Elk Middle School, Del Norte High School, and Uncharted Shores Academy.

The applicant has received grant funding to install a digital sign. The purpose of the sign is to communicate school related information, including events and announcements to students, parents, and staff. The proposed sign may not be used for advertising. If the proposed Sign Ordinance amendments are approved, the applicant proposes two digital sign design options but will install only one. The first option is a double-sided monument

sign with two 32-square-foot sign faces, for a total sign area of 64 square feet. The second option is a single-sided, wall-mounted digital sign with a maximum digital display area of 32 square feet.

STAFF RECOMMENDS: Either adopt Resolution No. PC2026-11, A Resolution of the Planning Commission of the City of Crescent City recommending the City Council adopt the amendments to the Signs Regulations Ordinance, CCMC § 17.39 of the City’s Municipal Code, or provide additional direction to staff regarding the requested amendments.

“Motion to adopt Resolution No. PC2026-11, A Resolution of the Planning Commission of the City of Crescent City recommending the City Council adopt the amendments to the Signs Regulations Ordinance, CCMC § 17.39 of the City’s Municipal Code.”

-OR-

“Provide additional direction to staff regarding the requested amendments”

ATTACHMENTS:

- A) ZOA26-01 Application
- B) DRAFT Signs Ordinance (CCMC § 17.39) amendments
- B) Resolution PC2026-11

SECTION 2: BACKGROUND INFORMATION

On May 12, 2026, Crescent Elk Middle School (Paige Swan and Lucas O’Laughin) submitted a Zoning Ordinance Amendment request (Application ZOA26-01) to amend the signs ordinance (CCMC § 17.39) to allow digital signs for school uses on school property. Staff drafted this amendment to the Signs Regulations Ordinance for the Planning Commissioners’ consideration of this request.

Crescent Elk Middle School submitted an example of a 32-sf double sided digital monument sign:



SECTION 3: ZONING AMENDMENT PROCESS

The Crescent City Municipal Code (CCMC) states the following process for the Planning Commission zoning amendments:

STEP 1. Initiated Amendments (CCMC § 17.58.010):

An amendment or rezoning may be initiated by the Planning Commission, the City Council, or by a petition of property owners or authorized agents of such owners (CCMC § 17.58.010).

STEP 2. Notice of Public Hearing (CCMC § 17.58.030):

The Planning Director shall set the public hearing by the Planning Commission for the initiated amendments (CCMC § 17.58.030(A)) by noticing the time, place, and purpose (CCMC § 17.58.030(B)) through:

STEP 2.1. Newspaper Publication (CCMC § 17.58.030(B)(1)):

In connection with the hearing on the amendment of the text of this title, at least one publication in the official newspaper of the city not less than ten days prior to the date of the hearing.

STEP 2.2. 200-ft Property Owners (CCMC § 17.58.030(B)(2)):

In connection with a hearing on a proposed rezoning of property by publication of at least one notice in the official newspaper of the city not less than five days prior to the date of the hearing. At least five days before the hearing of said rezoning a notice of said hearing may be mailed to the petitioners and to owners of property whose names have been committed by the petitioner and whose names may be on record for the purpose of receiving notices of those properties which are within two hundred feet of the property proposed to be rezoned.

STEP 3. Determination of Findings (CCMC § 17.58.050(A)):

If the planning commission finds that the public health, safety and general welfare warrant the change of regulations or zones, the planning commission may recommend such change to the city council and the city council may, by ordinance, effect such change.

Note: The planning commission shall not be bound to recommend the identical change of regulations on areas petitioned for or initiated but may recommend a more restrictive zone or regulation or an area smaller than that originally petitioned for or initiated if such change is warranted by the public health, safety and general welfare.

STEP 4. City Council Action (CCMC § 17.58.010):

Whenever the public health, safety and general welfare warrant, the City Council may by ordinance after report (Resolution No. PC2026-11) thereon by the Planning Commission and subject to the procedures (CCMC § 17.58), amend, supplement, or change the regulations for zoning of property now or hereafter established by this title (CCMC § 17.58.010).

Staff believe the zoning amendment requirements are fulfilled. The Planning Commission may initiate a zoning amendment per the City’s Municipal Code § 17.58.010. The Notice of Public Hearing was submitted to the Del Norte Triplicate newspaper (on 06/19/26) to be published (on 06/25/26) in print/online circulation per the City’s Municipal Code § 17.58.030(B)(1)&(2). The Planning Commission is holding a public hearing on Thursday, July 9, 2026, at 5:30 PM regarding this signs regulations zoning ordinance amendment. Upon receipt of the recommendation of the Planning Commission on amendment, the City Council shall set the same for hearing for consideration (CCMC § 17.58.040(A)&(B)).

3.1. REQUIRED FINDING BY THE COMMISSION:

The Planning Commission has considered this proposed project on this date at a duly noticed public hearing, staff report, and public testimony.

SECTION 4: ZONING PURPOSE AND OBJECTIVES

The Planning Commission shall consider the proposed revisions in accordance with the purposes and objectives of the general provisions of the zoning chapter of the City’s Municipal Code (CCMC § 17.02.010) in that the zoning title is adopted to preserve, protect and promote the public health, safety, peace, comfort, convenience, prosperity, and general welfare. More specifically, the title is adopted to achieve the following objectives:

4.1. Specific Plan/Guide for Growth (CCMC § 17.02.010(A)):

To provide a specific plan to guide the physical development of the city in such a manner as to achieve progressively the general arrangement of land uses depicted in the general plan.

4.2. Living Environment (CCMC § 17.02.010(B)):

To encourage a wholesome, serviceable, and pleasant living environment and to establish a stability of existing land uses which conform with the objectives, policies, principles, and standards of the general plan.

4.3. Overcrowding (CCMC § 17.02.010(C)):

To prevent excessive population densities and overcrowding of land with structures.

4.4. Traffic Circulation System (CCMC § 17.02.010(D)):

To promote the safe, effective traffic circulation system, the provision of adequate off-street parking and truck loading facilities and the appropriate location of community facilities.

4.5. Economic Base (CCMC § 17.02.010(E)):

To protect and promote properly located commercial and industrial activities in order to preserve and strengthen the city's economic base.

4.6. Property Values (CCMC § 17.02.010(F)):

To protect and enhance real property values and the city's natural assets.

4.7. Orderly Development (CCMC § 17.02.010(G)):

To provide for the orderly development of new urban expansion that is logical, desirable, and in conformance with the objectives and policies of the general plan.

4.8. REQUIRED FINDING BY THE COMMISSION:

The Planning Commission finds that the proposed ordinance amendments are consistent with the zoning purpose and objectives, in that, the amendments:

- a. *“Preserve, protect and promote the public health, safety, peace, comfort, convenience, prosperity, and general welfare”* (CCMC § 17.02.010);
- b. *“Provide a specific plan to guide the physical development of the city in such a manner as to achieve progressively the general arrangement of land uses depicted in the general plan”* (CCMC § 17.02.010(A));
- c. *“Encourage a wholesome, serviceable, and pleasant living environment and to establish a stability of existing land uses which conform with the objectives, policies, principles, and standards of the general plan”* (CCMC § 17.02.010(B));
- d. *“Prevent excessive population densities and overcrowding of land with structures”* (CCMC § 17.02.010(C));
- e. *“Promote the safe, effective traffic circulation system, the provision of adequate off-street parking and truck loading facilities and the appropriate location of community facilities”* (CCMC § 17.02.010(D));
- f. *“Protect and promote properly located commercial and industrial activities in order to preserve and strengthen the city’s economic base”* (CCMC § 17.02.010(E));
- g. *“Protect and enhance real property values and the city’s natural assets”* (CCMC § 17.02.010(F)); and
- h. *“Provide for the orderly development of new urban expansion that is logical, desirable, and in conformance with the objectives and policies of the general plan”* (CCMC § 17.02.010(G)).

SECTION 5: POTENTIAL AMENDMENTS

The applicant has requested a zoning ordinance amendment (Application ZOA26-01) to amend the Sign Ordinance (CCMC § 17.39) to allow digital signs for school uses. Staff recommend the following amendments to accommodate this request:

Note: Added = red text, Deleted = ~~red text with strikethrough~~.

1. Amend CCMC § 17.39.030 (Definitions) to include “School Digital Signs”:
 - a. “School digital sign” means an LED digital display sign that may rotate images related solely to school activities, events, announcements, or other school purposes and located on school property. School digital signs are permitted only for public or private elementary, junior high, and senior high schools, as defined in Section 17.04.430.
2. Amend CCMC § 17.39.030 (Definitions) to include “Score Board Display”:

- a. **“Score Board Display” means a board displaying the score of a game or match.**
- 3. Amend CCMC § 17.39.040 (K) (Digital Signs) to add clarity for distance and square footage:
 - a. **Except for school digital signs, D**igital signs must have a minimum distance of 1750 linear feet between them as measured along the streets and highways, regardless of which side of the street or highway the sign is located on.
 - b. **School digital signs, as defined in § 17.39.030, may be either a single wall-mounted LED digital display with a maximum display area of 32 square feet or a double-sided monument sign with a maximum display area of 32 square feet per sign face (64 square feet total).**
- 4. Amend CCMC § 17.39.110 (Residential zones) to include:
 - a. **2. School digital signs as defined in § 17.39.040 (K).**
 - b. **2, 3.** For parcels with multiple street frontages the allowable sign area shall be one-half square foot for each linear foot of the longest street frontage plus one-quarter square foot for each additional linear foot of frontage.
 - c. **3, 4.** A sign permit shall be required for these uses, unless the entity or agency is categorically exempt.
- 5. Amend CCMC § 17.39.120 (Residential-Professional (RP) zone) to include:
 - a. **5. School digital signs as defined in § 17.39.040 (K).**
 - b. **5, 6.** Sandwich board signs or A-frame signs, with a valid business license or nonprofit business license exemption.
 - c. **6, 7.** Pennant signs, with a valid business license or nonprofit business license exemption.
 - d. **7, 8.** Exempt Signs. No permit required.
- 6. Amend CCMC § 17.39.130 (Limited Commercial (C1) and Commercial Waterfront (CW) zones) to include:
 - a. **6. School digital signs as defined in § 17.39.040 (K);**
 - b. **6, 7.** Hanging signs;
 - c. **7, 8.** Projecting signs;
 - d. **8, 9.** Window signs;
 - e. **9, 10.** Sandwich board signs or A-frame signs.
 - f. **10, 11.** Pennant signs.
 - g. **11, 12.** Exempt Signs. No permit required.
- 7. Amend CCMC § 17.39.140 (General Commercial (C2), Highway Services (HS), and Commercial-Manufacturing (CM) zones) to include:
 - a. **16. School digital signs as defined in § 17.39.040 (K).**
 - b. **16, 17.** Exempt Signs. No permit required.
- 8. Amend CCMC § 17.39.200 (Matrix of regulations) to include “School Digital Signs” under Sign Type Regulations, and to allow school digital signs in the R1, R1B, R2, R3, RP, C1, CW, C2, CS, and CM zones.

SECTION 6: ENVIRONMENTAL DETERMINATION SUMMARY

The proposed signs regulations zoning ordinance amendment is determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines:

§15061 - Review for Exemption

(b) A project is exempt from CEQA if:

(3) The activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Staff believe the subject ordinance would be exempt from the requirements to prepare additional environmental documentation per California Environmental Quality Act (CEQA) Guidelines, Section 15061(b)(3). This section is the "common sense exemption" that states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. If the Lead Agency can determine that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Pursuant to this section, the proposed amendments and adjustments fit within the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The project also fits within the purposes and definitions of the zoning ordinance as detailed in Section 4 of this report. The proposed zoning ordinance amendment to the City's sign regulations is subject to limitations already in the exiting Sign Ordinance and will not have a significant effect on the environment; and therefore, the activity is not subject to CEQA. Future signs will be analyzed on a project-by-project basis.

REQUIRED FINDING BY THE COMMISSION:

The Planning Commission finds that the proposed revisions are determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15061(b)(3) (Common Sense Exemption).

SECTION 7: PLANNING COMMISSION ACTION OPTIONS

7.1. APPROVAL. Making all the required findings.

- **“I move to adopt Resolution No. PC2026-11, A Resolution of the Planning Commission of the City of Crescent City recommending the City Council adopt the amendments to the Signs Regulations Ordinance, CCMC § 17.39 of the City’s Municipal Code.”**
- Planning staff will send the resolution and draft ordinance to the City Council for recommended adoption.

7.2. DENIAL. Denying one, or more, of the required findings.

- **“I move to deny the requested amendments to the Signs Regulations**

Ordinance due to the requirements not being fully satisfied, specifically regarding _____.”

- Planning staff will not send the draft ordinance to the City Council for consideration.

7.3. REQUEST ADDITIONAL INFORMATION. Requiring additional information to make the necessary findings.

- **“I move to request additional information regarding _____ be brought back to the August 13, 2026 (or, time certain, Special) Planning Commission meeting for consideration.”**
- Planning staff will follow up with the commissioners requesting any additional information, which will continue this item on the next scheduled Planning Commission meeting agenda (CCMC §17.46.050) scheduled for Thursday, August 13, 2026, or a specific alternative Special Planning Commission meeting.

SECTION 8: STAFF RECOMMENDATION

1. (Chair) “Agenized Item #3. A Public Hearing to consider a Zoning Ordinance Amendment (Application ZOA26-01) to amend the Signs Regulations Ordinance (CCMC § 17.39) to allow school LED digital signs.”
2. (Chair) “I will open the Public Hearing.”
3. (Chair) “We will now receive a presentation on the Staff Report from Planner Lawton.”
4. (Chair) “Does any Commissioners have any clarifying questions for staff?”
 - a. (Chair) “Does the Applicant wish to address the Planning Commission?”
5. (Chair) “I will open Public Comment, which we will receive at the podium.”
 - a. “We request that (1) you state your name and residency, (2) subject to a three-minute comment be directed to the Planning Commission for consideration, and (3) please state if you are for-or-against the proposed project.”
 - b. (Chair) Any clarifying questions?
6. (Chair) “I will close Public Comment.”
7. (Chair) “Is there any discussion on this item from the Commissioners?”
8. (Chair) “I believe a motion would be in order.”
 - a. **(Commissioner) “I move to Adopt Resolution No. PC2026-11, A Resolution of the Planning Commission of the City of Crescent City recommending the City Council adopt the amendments to the Signs Regulations Ordinance, CCMC § 17.39 of the City’s Municipal Code.”**
 - b. *Note: Any changes should be included in the motion.*
9. (Chair) “A motion has been made by Commissioner _____. Is there a second?”
10. (Chair) “It was seconded by Commissioner _____.”
11. (Chair) “A motion was made and seconded to: **“Adopt Resolution No.**

PC2026-11, A Resolution of the Planning Commission of the City of Crescent City recommending the City Council adopt the amendments to the Signs Regulations Ordinance, CCMC § 17.39 of the City's Municipal Code."

a. Note: Any changes should be included in the motion.

12. (Chair) "Is there any additional discussion from the Commissioners on the motion?"
13. (Chair) "Seeing as there is no further discussion, it is time for a vote on the motion, Specialist Welton, can you poll the vote?"
14. (Chair) "The motion passes (*or fails*) by a vote of ____-to-____." (*Example 5-0*)

--- END OF REPORT ---

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CITY OF CRESCENT CITY Development Permit Application

Print

Return completed application to:
 Planning Department
 377 J Street
 Crescent City, CA 95531
 (707) 464-9506 (707) 465-4405 fax

TYPE OR PRINT CLEARLY

Applicant Crescent Elk Middle School	Street Address 994 G street	City Crescent City	Zip Code 95531	Day Phone 7074640320
Representative (if any) Paige Swan & Lucas O'Laughlin	Street Address 994 G street	City Crescent City	Zip Code 95531	Day Phone 7074640320
Property Owner	Street Address	City	Zip Code	Day Phone

Correspondence to be sent to Applicant Representative Owner

Project Address 994 G street	Assessor's Parcel No.	
Description of proposed project (attach sheets if necessary) Place a digital display positioned parallel to G street. This would reduce direct light across the street. We would incorporate strict limits on display operating hours. Allowing visibility during peak drop-off/pick-up times while minimizing nighttime impacts on nearby homes.		
Existing Land Use	Adjacent Uses	Building Coverage _____ sq.ft. existing
Project Acreage	Project Height 8 feet	Building Coverage _____ sq.ft. proposed
Parking (number of spaces)	Paved Area	Grading Required? _____ (if yes, attach preliminary grading plan)
Diking, dredging, or filling of open coastal water, wetlands or riparian/drainage areas. (Attach biological report and preliminary grading plans.)		
Land Division or Boundary Adjustment. (Include tentative map with existing property lines, proposed lots, lot sizes, dimensions, access, physical features and proposed improvements, utilities, etc.)		

Applicant/Representative: I have reviewed this application and the attached material. The provided information is accurate.	Property Owner/Authorized Agent: I have read this application and consent to its filing
Signed _____ Date _____	Signed _____ Date _____

TYPE OF APPLICATION	<input type="checkbox"/> Architectural Review <input type="checkbox"/> CEQA Review <input type="checkbox"/> Coastal Development Permit <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> Home Occupation	<input type="checkbox"/> Lot Line Adjustment/Parcel Merger <input type="checkbox"/> Municipal Code Amendment/Rezone <input type="checkbox"/> ROW or Street Abandonment <input type="checkbox"/> Special Review <input type="checkbox"/> Subdivision/Minor	<input type="checkbox"/> Subdivision/Major <input type="checkbox"/> Use Permit - Standard <input type="checkbox"/> Use Permit - Cannabis <input type="checkbox"/> Variance or Waiver <input type="checkbox"/> Other
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REQUIRED SUPPLEMENTAL	<input type="checkbox"/> Application Form <input checked="" type="checkbox"/> Application Fee <input type="checkbox"/> Supplemental Application Forms (variance, etc.) <input type="checkbox"/> Project property deed(s) <input type="checkbox"/> Proof of applicant's legal interest in the property (escrow, etc.) <input type="checkbox"/> Commercial Cannabis Use Permit Application Checklist	Project plans: * <input type="checkbox"/> Project site plans (buildings, parking, etc.) <input type="checkbox"/> Building floor plans and elevations <input type="checkbox"/> Preliminary grading/drainage plans <input type="checkbox"/> Landscaping/irrigation plans/dumpster <input type="checkbox"/> Sign plans/elevations <input type="checkbox"/> Color/materials samples <input type="checkbox"/> Subdivision/lot line adjustment map <input type="checkbox"/> Written Project Description <input type="checkbox"/> Preliminary Title Report <input type="checkbox"/> Special Project Justification/pcr code
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***Project Plans: For Subdivision one set of full-size plans and/or one set not to exceed 11" by 18" in size are to be provided. Specific information may be required for plans – ask staff for additional information.**

OFFICIAL USE ONLY	Application Number(s)	Filing Fees	Date Filed	Receipt #	
	Date Application Completed	Zoning	General Plan (LUP)		
	CEQA: Exempt _____	Negative Declaration _____	Mitigated Negative Declaration _____	Environmental Impact Report _____	
	Review By	Planning Commission _____	City Council _____	Architectural Review _____	Planning/Public Works _____
	Public Hearing	Office Hearing	Appealable to Coastal Commission?		
	Other Notes:				Approved:

MAKE CHECKS PAYABLE TO CITY OF CRESCENT CITY

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PROPOSED ZONING ORDINANCE AMENDMENT

Zoning Ordinance Amendment – Application ZOA26-01

Elk Creek Middle School (Paige Swan and Lucas O'Laughin) has submitted a Zoning Ordinance Amendment (Application ZOA26-01) to amend the signs ordinance (Chapter 17.39) to allow LED signs for school uses, which includes the following proposed amendments:

Note: Added = **red text**, Deleted = ~~red text with strikethrough~~.

Chapter 17.39 SIGNS

Note: Chapter 17.39 applies to all signs erected in the city as of January 17, 1996, and for all signs erected in the coastal zone as of January 17, 1996, pending Coastal Commission approval. Chapter 17.39 shall not apply to legal nonconforming signs as defined in Section 17.39.030, except as provided in Section 17.39.020.

§ 17.39.010 Purpose.

A. The surroundings of the city are possessed of natural beauty having both giant redwoods and the Pacific Ocean at the disposal of its citizens. The city's economy is dependent on a vigorous local business economy, spawned in part by tourism and its residential environment. The purpose of this chapter is to regulate signs in the city. Signs have an obvious impact on the character, quality and economic health of the city. As a prominent part of the scenery, signs may attract the viewing public, affect the safety of vehicular and pedestrian traffic, and help set the tone of the community.

B. It is the intent of the city that this chapter emphasize the importance of business activity to the economic vitality of the city, help improve the ability of business owners and operators to identify their businesses to the community to enhance the furtherance of commerce, foster varied and interesting places of trade and promote public safety by making business signing visible to the passing public. This chapter is further intended to encourage the use of signs that:

1. Protect and enhance the architectural character, harmony and natural beauty of the community, its buildings and its various neighborhoods and districts;
2. Protect commercial districts from sign clutter;
3. Protect the public's ability to identify users and premises without confusion;
4. Eliminate unnecessary distractions which may jeopardize pedestrian or vehicular traffic safety;

*PROPOSED ZONING ORDINANCE AMENEDMENT
Zoning Ordinance Amendment – Application ZOA26-01*

5. Are as small in size and few in number as is consistent with their purpose of communicating identification and essential information;
6. Protect the right of the public to be directed, warned, advised and informed;
7. Possess a satisfactory aesthetic effect and pleasing elements of design that relates to the form, proportion, material, surface treatment and position;
8. Assure the maintenance of signs;
9. Implement the community design objectives expressed in the general plan;
10. Prohibit political signs on public utility or street sign poles because it is necessary to prevent visual distractions to motorists that create traffic hazards, prevent the obstruction of road hazards and road signs, and to prevent eyesores from proliferating along public streets;
11. Regulate the size of political signs because it is necessary for safety and aesthetic reasons, specifically that the strong winds common in the city would remove the signs, creating hazards and accumulation of debris, and extremely large or illuminated signs would create a distraction to motorists.

C. The general sign usage provisions and regulations of this chapter shall apply. The additional sign usage authorized hereunder shall be strictly construed in its application.

(Ord. 672 § 5)

§ 17.39.020 Applicability.

A. This chapter shall apply to on-premises advertising displays which meet any of the following criteria:

1. On-premises advertising displays placed or constructed on or after January 17, 1996;
2. Any on-premises advertising display placed or constructed on or before January 17, 1996 that was not in compliance with all ordinances and regulations in effect at the time of its construction and erection or use;
3. Any on-premises advertising display which was lawfully erected, but whose use has ceased, or the structure upon which the display has been abandoned by its owner, for a period of not less than ninety days;
4. Any on-premises advertising display which has been more than fifty percent destroyed, and the destruction is other than facial copy replacement, and the display cannot be repaired within thirty days of the date of its destruction;
5. Any on-premises advertising display whose owner, outside of a change of copy, requests permission to remodel and remodels that advertising display, or expand or

*PROPOSED ZONING ORDINANCE AMENEDMENT
Zoning Ordinance Amendment – Application ZOA26-01*

enlarge the building or land use upon which the advertising display is located, and the display is affected by the construction, enlargement or remodeling, or the cost of construction, enlargement or remodeling of the advertising display exceeds fifty percent of the cost of reconstruction of the building;

6. Any on-premises advertising display for which there has been an agreement between the sign permit holder and the city for its removal as of any given date;

7. Any on-premises advertising display which is a temporary sign;

8. Any on-premises advertising display which is or may become a danger to the public or is unsafe;

9. Any on-premises advertising display which constitutes a traffic hazard not created by relocation of streets or highways or by acts of any city or county;

10. Except where the provisions of this chapter provide for earlier sign removal, on-premises advertising displays located in redevelopment project areas created pursuant to Community Redevelopment Law of Division 24 of the California Health and Safety Code, shall be removed or made to conform within sixty days after written notice by the community development department, in accordance with the following schedule:

Original Value of Sign	Amortization Period
Less than \$500.00	One year
\$500.00 to \$999.00	Two years
\$1,000.00 to \$2,999.00	Four years
\$3,000.00 to \$5,999.00	Eight years
More than \$6,000.00	Ten years

The permit holder of a redevelopment area sign shall, upon written request of the community development department, furnish acceptable proof of the initial cost in the form of: (a) an original bill of sale, or (b) a depreciation schedule from state or federal income tax returns, or (c) a written appraisal by a sign manufacturer;

11. Advertising displays located in areas listed or eligible for listing on the National Register of Historic Places;

12. Advertising displays located in areas registered by the California Department of Parks and Recreations as a state landmark of historical interest pursuant to Section 5021 of the California Public Resources Code;

13. Advertising displays located in areas created as historic zones or individually registered properties by the city pursuant to Article 12 of Chapter 1 of Division 1 of Title 5 of the California Government Code.

B. Legal Nonconforming Signs.

*PROPOSED ZONING ORDINANCE AMENEDMENT
Zoning Ordinance Amendment – Application ZOA26-01*

1. Legal nonconforming signs shall be removed or made to conform with the provisions of this chapter within sixty days after written notice by the community development department, when:

- a. The use of the premises changes and the exterior of the building or other site conditions are to be altered; or
- b. A sign is damaged or destroyed by any cause, to the extent that the cost of repairing or replacing it would be more than fifty percent of its value immediately prior to the damage; or
- c. In accordance with the provisions for abatement outlined in Section 17.39.190.

2. Except as otherwise provided in this chapter, nonconforming on-premises signs shall be made to conform to the provisions of this chapter upon the change of a name of any business, the relocation of any business, or an application for a sign for any business.

3. General Provisions. A legal nonconforming sign may not be:

- a. Changed to another nonconforming sign; or
- b. Structurally altered to extend its useful life; or
- c. Expanded, moved or relocated; or
- d. Re-established after damage or destruction of more than fifty percent of the dollar value of the sign as determined by the community development director.

4. Ordinary repair and maintenance may be made to a legal nonconforming sign provided that such maintenance and repair does not exceed twenty-five percent of the actual dollar value of the sign in any one year.

5. Exceptions to the provisions of this section may be granted, in the form of a variance, by the planning commission upon the application of any owner of a sign who presents substantial evidence showing the following:

- a. There are exceptional circumstances applicable to the property on which the nonconforming sign is located, including size, shape, topography, location or surroundings which make it practically impossible to identify effectively the property to the public if strict application of all the provisions of these regulations are required; or
- b. The sign possesses unique features which make it a significant part of the community character of the area in which it is located.

(Ord. 672 § 5)

§ 17.39.030 Definitions.

*PROPOSED ZONING ORDINANCE AMENEDMENT
Zoning Ordinance Amendment – Application ZOA26-01*

As used in this chapter:

"Abandoned sign" means any sign or advertising display remaining in place or not maintained for a period of ninety days which no longer advertises or identifies an ongoing business, product or service available on the business premises where the sign or display is located.

"Advertising display" means the same as "sign."

"A-frame" means a sandwich board sign.

"Architecturally controlled sign" means any sign that is submitted as part of, or related to, the design of a building, or group of buildings, constructed for commercial purposes, and that has gone through an approved process of design review.

"Awning/canopy sign" means any sign that is a part of or attached to an awning, canopy or other fabric, plastic, or nonpermanent structural protective cover over the doorway, window, patio or other part of the exterior of a building. A marquee is not an awning or a canopy.

"Balloon" means a nonporous bag containing a gas lighter than air causing it to rise and float above the ground.

"Banner" means a sign made of flexible materials such as cloth, canvas, plastic or cardboard.

"Beacon" means a rapidly rotating fixed light giving the appearance of a flashing light.

"Bed and breakfast establishment" means a residential dwelling occupied by a resident person or family, containing individual living quarters occupied on a transient basis for compensation, and in which a breakfast may be provided to the guests.

"Changeable copy sign" means a sign that is designed so that characters, letters or illustrations can be changed or rearranged without altering the face of the sign.

"Community event" means an occasion or activity sponsored by either a governmental or quasi-governmental agency (such as the harbor district, city of Crescent City, Del Norte County, the Crescent City business and parking improvement district, or chamber of commerce) or by a not-for-profit organization (such as a church or a civic organization), the purpose of which is to benefit the community as a whole, either by raising funds through a specific event to address a specific issue (such as the United Way Ball), by publicizing the area to visitors (such as street fairs) or for the purpose of a community-wide celebration (such as the fourth of July).

"Construction signs" means a temporary sign erected on the premises on which construction is taking place identifying the names of the persons or companies involved in the project.

*PROPOSED ZONING ORDINANCE AMENEDMENT
Zoning Ordinance Amendment – Application ZOA26-01*

"Curblineline" means the line at the face of the curb nearest to the street or roadway. In the absence of a curb, the curblineline shall be established by the public works director.

"Directional sign" means an accessory sign designed to guide or direct pedestrian or vehicular traffic.

"Digital Sign" means an LED digital display sign that may rotate images.

"Display surface" means the area made available by the sign structure, including the background area, for the purpose of displaying an advertising message.

"Double-faced sign" means a sign with two faces only, with each face oriented one hundred eighty degrees from the other. Such sign may be a pole, projecting, hanging or roof sign.

"Enforcement officer" means the public employee or officer designated by the legislative body of the city to perform the duties imposed by these regulations.

"Flag" means a usually rectangular piece of fabric of distinctive design that is used as a symbol or as an attracting or signaling device. Corporate flags contain the name or logo of an incorporated business or organization. Governmental flags are duly recognized symbols of a city, state or nation.

"Flashing" means sudden bursts of light. In certain uses it appears to simulate movement.

"Freestanding sign" means a sign not attached to any building and having its own support structure, such as a pole or a monument-style base.

"Frontage" means the distance in feet of a lot measured along a street right-of-way.

"Grand opening" means the first thirty business days of a new business.

"Ground sign" means the same as "monument sign."

"Hanging sign" means a sign that is suspended from the underside of a horizontal plane surface, such as a marquee, awning or canopy, or from a bracket, and which is supported by that surface or bracket.

"Holiday decorations" means wording, symbols or pictures of a noncommercial nature which may be erected or displayed in reference to a specific seasonal, political or religious holiday. Sale announcements are not holiday decorations.

"Horizontal sign" means a projecting sign having its greatest dimension in a horizontal direction.

"Identification" means a sign giving the name, nature, logo, trademark or other identifying symbol of an establishment.

*PROPOSED ZONING ORDINANCE AMENEDMENT
Zoning Ordinance Amendment – Application ZOA26-01*

"Institutional use" means a nonprofit, public or quasi-public use or institution such as a church, library, public or private school, hospital, or municipally owned or operated building, structure or land used for a public purpose.

"Legal nonconforming signs" means on-premises advertising displays which do not conform to the provisions of this chapter but which lawfully existed and were maintained prior to January 17, 1996.

"Luminescence" means an emission of light produced by electrical action.

"Mansard roof" means a roof having two slopes on each side, with the lower slope steeper than the upper one.

"Marquee" means any permanent-roofed structure made of a nonflexible material, which is attached to and supported by a building, and which projects over public property.

"Monument/ground sign" means any sign other than a pole sign, placed upon or supported by the ground independent of any other structure.

"Mural" means a decorative scene or graphic design painted on and made an integral part of a wall surface, and making no reference to a specific business or brand of product offered for sale on the premises.

"Nameplate" means a small sign stating only the name and/or address of the occupant(s), and his or her profession or specialty. However, in the case of bed and breakfast establishments, only, nameplate additionally means a sign displaying the name of the establishment.

"Off-site advertising" means a sign that directs attention to a business, product, industry or other activity which is sold, offered, or conducted elsewhere than on the premises upon which the sign is located or to which it is affixed.

"On-premises advertising display" has the same definition as California Business and Professions Code Section 5490(b) as amended or supplanted.

Paper Signs. Paper signs tacked or otherwise fastened to a side of a building or bulletin board, or outside of a window are temporary signs unless enclosed in a frame with a glass, Plexiglas or equivalent cover.

"Parapet" means the extension of the main walls of a building above the roof level, such as a false front. Parapet walls are often used to shield mechanical equipment or vents from view.

"Pennant" means a flag which tapers to one or two points. "Pennants" also refers to strings of small flags or strips which can be hung either attached to a building or across an open parking area.

"Placard" means a nonpermanent announcement or sign in the form of a small card,

such as a poster or plaque.

"Pole sign" means a freestanding sign that is wholly supported by one or more posts or poles, free of braces or cables, either in the ground or in a concrete base.

"Portable sign" means a sign that is not permanently attached to the ground or to a structure.

"Projecting sign" means a sign other than a wall sign or awning sign which projects out from and is supported by a wall of a building or structure.

"Projection" means the distance by which a sign extends over or beyond the edge of a building.

"Public right-of-way (RoW)" means a public street, sidewalk or accessway.

"Real estate sign" means a sign of any size advertising real property for sale or lease, including "open house" signs.

"Revolving sign" means a sign whose face(s) turn round on an axis, usually a pole of any height.

"Right-of-way (RoW)" means the same as "public right-of-way."

"Roof height" means the vertical distance measured from the average grade level of the building (the ground) to the highest point of the roof, ridge or parapet wall.

"Roof sign" means a sign erected upon or above a roof or parapet of a building or structure.

"Sandwich board sign" means a portable sign consisting of two hinged boards designed to stand alone for display, and which may be folded and moved from place to place. Also known as an "A-frame."

"Setback" means the minimum horizontal distance from the building to the property line as prescribed by this title.

"School digital sign" means an LED digital display sign that may rotate images related solely to school activities, events, announcements, or other school purposes. School digital signs are permitted only for public or private elementary, junior high, and senior high schools, as defined in Section 17.04.430.

"Scoreboard Display" means a board displaying the score of a game or match.

"Sign" means any writing, pictorial representation, symbol, banner, or other figure of similar character of any material that is used to identify, announce, direct attention to, communicate, inform or advertise.

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"Sign area" means the area in square feet of the smallest rectangle enclosing the total exterior surface of a sign, or of one face of a double-faced sign.

"Sign height" means the vertical distance from the average grade at the base of the sign structure to the uppermost point of the sign.

"Sign structure" means any structure that supports, or is capable of supporting any sign as defined in this chapter. A sign structure may be a single pole, several poles, frame structure, or solid base, or may be an integral part of a building.

"Spinner" means any advertising or attention-getting device which includes a part or parts which turn, gyrate or revolve rapidly.

"Streamer" means any long wavy strip, either free-floating or attached at both ends, as alongside a building or over a parking lot or other open area.

"Structure" means that which is built or constructed; an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined in some definite manner; but not including fences, or walls used as fences that are three feet in height or less.

"Suspended sign" means the same as "hanging sign."

"Temporary sign" means any sign or advertising display constructed of fabric, canvas, paper, plywood or other such light material, not permanently erected, and constructed, created, intended or engineered to have a useful life of less than fifteen years. Temporary signs may include, but are not limited to vehicle and trailer signs, banners, balloons, sandwich boards and paper signs.

"Time and temperature device" means any device which displays the current time and temperature, usually in the form of a clock and thermometer or an electronic digital display unit. Often such devices include the name or logo of the business upon whose premises the device is located.

"Trailer sign" means any sign mounted on a trailer or cart so as to be movable by being pulled about.

"Twirler" means the same as "spinner."

"Vehicle sign" means any sign which is painted or mounted on an operating or nonoperating vehicle, which is parked on or adjacent to any property, the principal purpose of which is to attract attention to any business, service, product or an activity, or to convey a message for which other avenues of expression are readily available. For the purpose of this chapter, vehicle sign regulations shall not apply to business vehicles on which the business name or logo is painted or attached, and which are driven in the normal course of business activity.

"Vertical sign" means a projecting sign having its greatest dimension in a vertical

direction.

"Wall sign" means a single-faced sign painted on or attached parallel to a building or wall.

"Window sign" means a sign maintained in or painted upon a window so that its message can be seen from the exterior of the structure. Window signs do not include holiday decorations.

(Ord. 672 § 5)

§ 17.39.040 Types—Generally.

The types of signs set forth in this section will be permitted for the various uses allowed in Sections 17.39.110 through 17.39.140 and must be limited to the restrictions set forth in Section 17.39.020, in addition to those required in Sections 17.39.050 through 17.39.080. Additional special use signs are also listed in this section.

A. Signs having Double Faces. Pole signs, revolving signs and projecting signs may have double faces. Where such signs and marquees have double faces, and are included in the total sign area, the area of only one face need be included in the total area allowed. Where the two faces are of different areas, the larger of the two must be counted as part of the total sign area.

B. Projecting Signs. Projecting signs identifying a business located on the premises shall be located no less than nine feet above the sidewalk, may not project above the roofline of a wall or building, and shall project into public property no more than thirty-six inches from the side of the building. The area of such sign shall be included in the total allowable aggregate sign area as provided in this chapter.

C. Wall Signs.

1. Flat wall sign(s) identifying each business conducted on the premises may be painted on the surface of the building or attached to the face of the building, no point of which shall project over eighteen inches from the face of the building. Wall signs shall not occupy more than fifty percent of the building surface envelope excluding window areas, and shall not project above the top of the wall or above the roofline of the building to which they are attached. The area of such sign shall be included in the total allowable aggregate sign area as provided in this chapter.

2. On buildings which are two or more stories in height, but which are occupied above the first floor by other than the ground floor business, the first floor envelope shall extend to the bottom of the second floor window line. The second floor envelope shall extend from the bottom of the second floor window line to the bottom of the above floor window line, or to a line one and one-half feet below the roofline or top of the wall.

D. Marquee Signs.

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1. For purposes of computing sign area, signs on the face of a marquee which is parallel to the front wall of a building shall be considered as part of the flat wall sign envelope, and signs on other faces of the marquee shall be considered as a double-faced projecting sign.

2. Single-faced or double-faced signs placed under marquees or canopies shall be limited to a maximum size of eighteen inches high and sixty inches long, and shall be not less than nine feet from the sidewalk to the bottom of the sign. Only one side of these signs shall be used in computing total aggregate sign area.

E. Pole or Freestanding Signs. Provisions for pole or freestanding signs shall be as follows:

1. Minimum height in a vehicular area: fourteen feet to the bottom of the sign;
2. Minimum height over a public pedestrian area: ten feet to the bottom of the sign;
3. Maximum height: thirty feet to the top of the sign absent a variance;
4. Minimum setback from the right-of-way line: one-half the distance from the road right-of-way line to the legal setback line;
5. Only one pole sign shall be permitted per parcel where allowed;
6. The minimum ground area of two feet around the perimeter of the base of all freestanding signs shall be landscaped. The community development director may exempt certain freestanding signs from this requirement where it is demonstrated by the applicant that the landscaping would unduly interfere with pedestrian or vehicular traffic, or where this requirement would be impossible to meet without compromising the stability of the sign structure.

F. Monument or Ground Signs. Monument or ground signs shall not exceed five or ten feet in height, depending upon the regulations for the zone in which the sign is being placed, unless a variance for a higher sign has first been approved by the planning commission. Such signs shall not impede vehicle sight distance.

G. Canopy or Awning Signs. Signage shall only be permitted on the valance of the canopy or awning, or as hanging signs suspended below the canopy. Hanging signs suspended below canopies shall not exceed eighteen inches in height or sixty inches in length, and shall be hung at a height not less than nine feet measured from the sidewalk to the bottom of the sign. Sign area shall be computed using only one face of the hanging sign.

H. Architecturally Controlled Signs. Architecturally controlled signs for a special development of an unusual nature or size may be reviewed and approved if acceptable by the planning commission for their conformance with the intent of this chapter, with the goals of the general plan, and for their appropriateness to the type of development to which they are related. The determination that such a review is desired may be made

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by the community development director.

I. Sandwich Board or A-Frame Signs.

1. Subject to an encroachment permit through public works if within city right-of-way.
2. Signs must be constructed of durable materials and in such a manner as not to present a hazard to pedestrian movement.

J. Pennant Signs. Pennants signs include wind-blown signs, double-faced signs, free-standing signs, small pole signs, portable signs, revolving signs, temporary signs, and vertical signs.

K. Digital signs.

1. Digital signs may contain static messages only. Signs may not display text which flashes, pulsates, moves or scrolls. Each complete message must fit on one screen.
2. Digital signs are limited to a maximum display size of 32 square feet.
3. Digital signs may not change message more than once every 15 seconds.
4. The content of a digital sign must transition by changing instantly (e.g., no fade-out or fade-in).
5. Any digital signs within 100 feet from HWY 101 must obtain any and all permits from Caltrans.
6. **Except for school digital signs, D**igital signs must have a minimum distance of 1750 linear feet between them as measured along the streets and highways, regardless of which side of the street or highway the sign is located on.
7. **School digital signs, as defined in § 17.39.030, may be either a single wall-mounted LED digital display with a maximum display area of 32 square feet or a double-sided monument sign with a maximum display area of 32 square feet per sign face (64 square feet total).**

L. Off-site Advertising.

1. Off-site advertising is only allowed on digital signs.
2. Off-site advertising is only allowed in the C-2 Zone and must meet all applicable Caltrans requirements and regulations.
3. Each business is limited to two off-site advertising signs within the city limits.
4. Off-site advertising sign area counts toward the allowable sign area for both the business being advertised and the business hosting the off-site advertising sign.

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M. Not Otherwise Specified. Any sign that is not otherwise defined above, may be reviewed by the community development director for a determination as to which approval criteria shall apply based upon the similarity of characteristics of the undefined sign as compared to those sign types that are defined.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.050 Special provisions.

The following provisions shall apply to all signs generally permitted by this title:

A. A sign permit must be issued before the display of any signs other than exempt signs.

B. The use of any sign that is obnoxious in character or location or which is architecturally undesirable in the judgment of the community development director can be denied even though such sign complies with all other provisions of this title. The decision of the community development director is appealable to the planning commission. A fee may be charged to cover the cost of bringing the appeal before the planning commission.

C. Materials used in the construction of signs and sign structures and the construction thereof shall comply with the Underwriters Laboratory and the latest adopted edition of the Uniform Sign Code, Uniform Building Code, National Electric Code, and other applicable laws and ordinances.

D. Once constructed, the front and back of all signs and sign structures shall be fully painted and shall be maintained in a safe condition and neat appearance.

E. Signs that tend to attract motorists to a roadway-oriented business shall not be lighted except during hours that the merchandise or services are available.

F. Sign structures not used for signage purposes for more than twelve months shall be considered a nuisance and shall be removed.

(Ord. 672 § 5)

§ 17.39.060 Sign permits.

A. Terms. Sign permits may be revocable, conditional or valid for a term period, and may be issued only for the construction and display of signs as outlined in these provisions.

B. Permits Required. A sign shall not hereafter be erected, re-erected, constructed, altered or maintained, except as provided by this code and only then after a permit for the same has been issued by the community development department. A separate permit shall be required for a sign or signs for each business entity, and a separate permit shall be required for each group of signs on a single supporting structure. In

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addition, electrical permits shall be obtained for electrical signs. Each application for a sign permit shall be reviewed by the city building inspector who is authorized to determine if a building permit shall additionally be required as a condition to the issuance of a sign permit. A building permit shall be required when the proposed sign's erection, re-erection, construction, alteration or maintenance may potentially adversely affect the public's health, safety or welfare. Sign permits may be issued to any person with a possessory or estate hold interest in the real property where the sign is sought to be placed or to a contractor licensed by the Department of Consumer Affairs and employed by such person to perform the sign's erection, re-erection, construction, alteration or maintenance.

C. Application for Permit.

1. Application for a sign permit shall be made in writing upon forms furnished by the community development department. Such application shall contain the location by street and number of the proposed sign structure, as well as the name and address of the applicant and properly identify the applicant's interest in the real property where the sign is sought to be placed or as a contractor licensed by the Department of Consumer Affairs employed to perform the sign's erection, re-erection, construction, alteration or maintenance. The application must be accompanied by plans and specifications for all signs to be constructed. Such plans and specifications shall specify:

- a. The materials of which the sign and its structure shall be constructed; and
- b. The sign's location on the property; and
- c. The type of construction to be used in the sign; and
- d. The message and pictorial representations which will appear on the sign(s); and
- e. The dimensions of its size; and
- f. Any other existing signage or display already on the property.

2. Standard plans may be filed with the community development department.

3. The application will be reviewed by the city's building and community development departments, and must be approved by each prior to the issuance of any sign permit. The applicant shall submit any additional information required by the city's building and community development departments.

D. Fees. The sign permit application shall be accompanied by fees as established by resolution of the city council. In addition, signs subject to building and electrical permits shall be subject to the fees required for the issuance of those permits.

E. Public Hearing. The planning commission may hold public hearings to discuss sign permit applications whenever it determines that such a hearing is in the public interest. The planning commission may, through the public hearing process, designate such

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conditions as it deems necessary to ensure compliance with the purposes of this chapter, and may require a guarantee or bond to be posted to that effect.

F. Issuance. Within thirty days of receiving a complete application for a permit which is not contingent upon any action by the planning commission or on the issuance of any other permits, the application shall, in writing, be approved, conditionally approved or denied. Conditions imposed may only be such as will assure compliance with the provisions of these regulations.

G. Inspections. All signs for which a building permit is required shall be subject to inspection as required by the building official. All signs may be reinspected at the discretion of the building official.

H. Revocation.

1. In any case where the conditions set forth in the approval of a sign permit have not been met, the permittee shall be noticed by certified mail, sent to the address shown on the sign permit application at least ten days prior to a hearing at which the status of the conditions are to be discussed. At the conclusion of the hearing, the planning commission may revoke the permit.

2. In any case where an approved sign permit has not been used within six months after the date of approval, then, without further action by the city council or planning commission, the sign permit granted shall become null and void.

(Ord. 672 § 5)

§ 17.39.070 Temporary permit required when.

The following types of signs and advertising devices are permitted with the issuance of a temporary permit from the community development department. The permit may impose conditions on the size, placement, structure, color, copy, conditions of removal or any other aspect of the display at the discretion of the community development director. Balloons may also be subject to approval by the building inspector, at his or her recommendation. A fee may be charged by the building department if an inspection of the balloon attachment is required.

A. Grand Opening Signs, Banners or Balloons. Pennants, signs, banners and/or balloons for the promotion of the grand opening of a new business for a period of not more than the first ninety business days of a new business. A use permit must be granted by the planning commission in order to display such devices for any longer than ninety days;

B. Promotional Signs, Banners or Balloons. Signs, banners, balloons, pennants or other advertising devices for the promotion of special sales or other business events lasting for a period of up to thirty days.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

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§ 17.39.080 Prohibited signs.

In addition to any sign or advertising display device not specifically allowed by these provisions, the following signs are prohibited.

A. Signs having one or a combination of the following characteristics:

1. Obscene or Offensive to Morals. Containing statements, words or pictures of an obscene, indecent or immoral character which, taken as a whole, appeal to the prurient interest in sex, and which signs are patently offensive and, when taken as a whole, do not have serious literary, artistic, political or scientific value,

2. Imitative of Official Signs. Signs (other than when used for traffic direction) which contain the words stop, go, slow, caution, danger, warning or similar words, or signs which imitate or may be construed as other public notices, such as zoning violations, building permits, business licenses and the like;

B. Moving signs having one or a combination of the following characteristics:

1. Flashing lights or changing of color intensity, unless otherwise permitted,

2. Wind-blown devices such as streamers, balloons, flares, propellers and similar attention-getting displays or devices with the exception of the following:

a. National, state and/or local government flags properly displayed and maintained upon a permanently mounted flagpole or bracket,

b. One corporate or logo flag of a size not to exceed any governmental flag displayed upon the same premises,

c. Twirlers or spinners, provided a use permit has first been obtained from the planning commission,

d. Holiday decorations, in season, displayed for an aggregate period not exceeding sixty days in any one calendar year, except no advertising of the business or products shall be permitted,

e. Wind-blown signs such as pennants obtained through a standard sign permit.

3. Where there is any production of smoke, sound or other substances;

C. Portable or temporary signs, including sandwich boards and pennants, except as permitted;

D. Obstructive to Use or Visibility—Hazardous Locations. No sign shall be erected in any manner which, in whole or in part, would create a hazardous condition to pedestrians or traffic alike, either by creating visual distraction, being color, sounds or glare, or by representing a traffic-control device; and

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E. Signs in one or more of the following locations:

1. Within Public Places.

a. Within any public street, sidewalk, public parking lot, or right-of-way, unless they shall maintain a minimum clearance of fourteen feet above the adjoining grade level and after acquiring an encroachment permit from the Department of Public Works, except marquee signs as defined by this chapter, unless specifically provided for in this chapter,

b. Furthermore, no person except a duly authorized public officer or employee shall erect, construct, maintain, paste, print, nail, tack or otherwise fasten or affix any card, banner, flag, pennant, handbill, campaign sign, poster, sign, advertisement, or notice of any kind, or cause or suffer the same to be done, on any curbstone, lamppost, driveway, roadway, parkway, sidewalk, street, light standard, fire hydrant, bench, electrical light pole, power pole, telephone pole, traffic signal, bridge, wall, tree, parking meter, or on any other public property, except as may be required or permitted by ordinance or law; provided, that this provision shall not prohibit the placement, use and maintenance of warning signs designating street construction or repair and/or the location of underground utility lines,

c. Any flags, pennants, sign, handbill, campaign sign, poster or notice of any kind that is placed upon a public street or public property in violation of this subsection is declared to be a public nuisance and may be summarily abated in addition to other remedies provided by this code,

2. Roof signs, except mansard roof signs,

3. Projecting. Signs projecting more than thirty-six inches from the face of a building shall not be allowed except for awning or canopy signs,

4. Signs on Vehicles. No vehicle may be used as a platform or substitute for a freestanding sign or movable sign, whether parked on private property or the public right-of-way. The parking of any such vehicle on any street or on public or private property, or the movement of any such vehicle in and/or along any street for the sole or primary purpose of displaying advertising matter is declared to be a nuisance and a violation of this Section. The following exceptions are permissible under these regulations:

a. The driving, operation and movement of vehicles displaying political campaign advertisements for candidates for public office or for ballot measures, provided the same is not otherwise prohibited by this section,

b. The identification of a business enterprise upon a vehicle used primarily for the purpose of and in the usual business of the owner for transporting or servicing goods or persons for commercial or other business purposes, provided that the identification is painted on or otherwise affixed so as not to project from the usual profile of the vehicle,

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c. The incidental display of noncommercial stickers, plates, license plate brackets and the like; or of customary small identifications on license plate brackets or elsewhere, of vehicle manufacturers, models or types of vehicles, or dealers or entities from whom vehicles bearing the same were purchased or otherwise obtained,

d. A single isolated movement of a sign or sign equipment or materials from one place to another within the city,

e. Vehicles located on construction sites that are directly involved with ongoing construction,

5. Miscellaneous Temporary Signs and Posters. The tacking, posting or otherwise affixing of signs of a miscellaneous character, visible from a public way, located on the walls of buildings, barns or sheds, on trees, poles, posts, fences, or other structures shall be prohibited, unless specifically permitted by this chapter;

F. Abandoned Signs.

1. In addition to the other requirements imposed by this chapter, signs advertising an activity, business, product or service no longer conducted on the premises on which the sign is located, or sign frames, structural members or supporting poles remaining unused for twelve months or longer, shall be removed from the site. Signs will be considered abandoned or dilapidated where the sign or any element of it is excessively weathered or structurally unsound or where the copy can no longer be seen or understood by a person with normal eyesight under normal viewing conditions,

2. This provision may be waived for set periods of time at the discretion of the community development director;

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.090 Variances.

A. Generally. When practical difficulties, unnecessary hardships or results inconsistent with the general intent and stated purpose of this chapter occur by reason of the strict application of the standards set forth in these regulations, a sign variance may be requested.

B. Application.

1. A request for a sign variance shall be made by submitting a completed permit application form and appropriate filing fee to the community development department, along with all supporting documentation pertinent to the situation, such as maps, photographs or sketches.

2. The request for variance shall be set for public hearing on the earliest available meeting date of the planning commission. The appellant shall be notified in writing of the meeting date. Notice of the hearing shall be published in a newspaper of general

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local circulation at least ten days prior to the hearing. The hearing may be continued from time to time.

C. Required Findings. The planning commission must make the following findings in order to approve a sign variance:

1. The strict application of the standards contained in this chapter deprives the appellant's property of privileges enjoyed by other property owners in the same vicinity and under identical use classification due to special circumstances applicable to the property including size, shape, topography, location or surroundings; and

2. The variance does not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity with the same use classifications as the subject property.

D. Variance Allowed.

1. The planning commission may, upon approval of a variance sign permit, allow:

a. An increase in allowed height; and/or

b. An increase in size of not more than fifty percent; and/or

c. A reduction in the required setbacks.

2. Variances may not be granted to allow signs to meet the same standards as legal nonconforming signs in the same vicinity or use classification, and/or which may be competing for the same business patrons.

(Ord. 672 § 5)

§ 17.39.100 Appeals.

A. Appeals. Any person aggrieved by an action of the planning commission, or by city staff, may make an appeal of that decision. Appeals of decisions made by the planning department staff shall be submitted to the planning commission. Appeals of decisions made by the planning commission shall be submitted to the city clerk for review by the city council. Decisions of the city council are final, with the exception of coastal zone appealable areas. Decisions of approval for sign development(s) within the coastal zone appealable area may be appealed to the California Coastal Commission. Decisions of denial for development within such zones are final.

B. Application for Appeal. Application for appeal is made by filing a written request for appeal, along with any required appeal filing fee, within ten days of the action. The request must specify:

1. The person making the appeal, and their place of residence; and

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2. The location of the proposed sign(s); and
3. The specific items of appeal and all supporting documentation; and
4. The basis for the appeal, and any information substantiating that basis (for example, failure to comply with the city's general plan or with state or local laws, or reasons why the action would adversely affect surrounding property, the neighborhood or the city); and
5. The relief of action sought.

C. Appeal Process.

1. Who May Appeal. In case the applicant or any other person is not satisfied with any decision to approve or deny a sign permit, they may appeal such decision as provided in this subsection.

2. Appeal Letter Requirements. The appeal letter shall specify:

- a. The person making the appeal;
- b. The specific items of appeal and all supporting documentation;
- c. The basis for such appeal and information substantiating the basis for appeal (e.g., failure to comply with the city's general plan, state or local laws or stating reasons why the action of the planning director or the planning commission would adversely affect surrounding property, the neighborhood, and/or the city);
- d. The relief of action sought.

3. Where and How to Appeal.

a. Decisions of the planning director may be appealed to the planning commission, and decisions of the planning commission may be appealed to the city council. Any appeal must be submitted in writing within ten calendar days of the decision and shall be accompanied by an appeal filing fee. Appeals of decisions of the planning director shall be submitted to the planning commission. Appeals of decisions of the planning commission shall be submitted to the city clerk. The appeal shall be agendaized for consideration on the earliest available meeting date as determined by the city, but no later than thirty days from receipt of the appeal and filing fee. The appellant shall be notified in writing of the meeting date. In an appeal, the burden of proof is upon the appellant.

b. The appropriate reviewing authority shall consider the appeal and the record upon which the action appealed from was taken, and may, at its own discretion, cause the matter to be set for a public hearing.

c. If the appropriate reviewing authority causes the matter to be set for a public hearing,

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notice of the hearing shall be given by publication in a newspaper of general circulation, printed and published in the city, at least ten days before the hearing. The hearing may be continued from time to time.

d. Within thirty days of the filing of the notice of appeal, the appropriate reviewing authority shall render its decision on the matter. Failure of the appropriate reviewing authority to render its decision on the matter within thirty days of the filing of the notice of appeal shall be deemed to be denial of the appeal and an affirmation of the action of the planning commission. The decision of the city council upon appeal is final and conclusive as to all things involved in the matter.

(Ord. 672 § 5)

§ 17.39.110 Residential zones.

The following signs are permitted in the city's residentially zoned districts (R1, R2, R3):

A. 1. Institutional uses such as churches, schools, libraries, hospitals, community centers and/or public agency buildings such as fire or police stations may have wall, ground or monument signs with an area not to exceed one-half square foot of sign area for each linear foot of street frontage.

2. School digital signs as defined in § 17.39.040 (K).

2. 3. For parcels with multiple street frontages the allowable sign area shall be one-half square foot for each linear foot of the longest street frontage plus one-quarter square foot for each additional linear foot of frontage.

3. 4. A sign permit shall be required for these uses, unless the entity or agency is categorically exempt.

B. Apartment complexes with four or more units may have one monument sign per street frontage not to exceed twenty-four square feet of area and five feet in height. A sign permit shall be required.

C. Approved and licensed home occupations, including day care homes, shall be allowed one name-plate not to exceed two square feet in size, stating the occupant's name, address and/or profession. A sign permit shall not be required for the nameplate.

D. Bed and Breakfast Establishments. Bed and breakfast establishments within residential zones may be permitted one sign per establishment. The sign may be one of the following:

1. One sign not to exceed twenty square feet in size. The sign may be a wall sign, hanging sign, or ground or monument sign not to exceed five feet in height. The sign shall be constructed of nonplastic materials, and only low-level lighting exterior illumination to light the sign shall be permitted. The sign must have approval of the community development department, and a sign permit shall be required.

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2. One nameplate sign, made of nonplastic materials, not to exceed two square feet in size. The nameplate may bear the proprietor's name, address, and/or the name of the establishment. A sign permit shall not be required for the nameplate.

E. Sandwich board signs or A-frame signs, with a valid business license or nonprofit business license exemption.

F. Pennant signs, with a valid business license or nonprofit business license exemption.

G. Exempt Signs. No permit required.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.120 Residential-professional zones (RP).

A. Sign Types Permitted. The following signs are permitted for licensed businesses in the city's residential-professional zoned districts (RP):

1. Wall signs;

2. Canopy signs;

3. Monument or ground signs not to exceed five feet in height, and not to impede vehicle sight distance;

4. Institutional uses such as churches, schools, libraries, hospitals, community centers and/or public agency buildings such as fire or police stations may have a wall, ground or monument sign. A sign permit is required for these uses;

5. School digital signs as defined in § 17.39.040 (K).

~~5. 6.~~ Sandwich board signs or A-frame signs, with a valid business license or nonprofit business license exemption.

~~6. 7.~~ Pennant signs, with a valid business license or nonprofit business license exemption.

~~7. 8.~~ Exempt Signs. No permit required.

B. Allowable Sign Area.

1. The allowable sign area for nonresidential uses in the residential-professional districts is not to exceed one-half square foot of sign area for each linear foot of street frontage.

2. For parcels with multiple street frontages the allowable sign area shall be one-half square foot for each linear foot of the longest street frontage plus one-quarter square foot for each additional linear foot of frontage.

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3. Canopy signs are not included in the total sign area of the property.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.130 Limited commercial (C1) zone.

A. Sign Types Permitted. The following signs are permitted for licensed businesses in the city's limited commercial and commercial-waterfront zoning districts (C1 and CW):

1. Wall signs;
2. Canopy signs;
3. Marquee signs;
4. Monument or ground signs not to exceed five feet in height;
5. Institutional uses such as churches, schools, libraries, hospitals, community centers and/or public agency buildings such as fire or police stations may have a ground or monument sign. A sign permit is required for these uses;

6. School digital signs as defined in §17.39.040 (K);

- ~~6.~~ **7.** Hanging signs;
- ~~7.~~ **8.** Projecting signs;
- ~~8.~~ **9.** Window signs;
- ~~9.~~ **10.** Sandwich board signs or A-frame signs.
- ~~10.~~ **11.** Pennant signs.
- ~~11.~~ **12.** Exempt Signs. No permit required.

B. Sign Types Prohibited. The following types of signs are prohibited in the C1 and CW zoning districts:

1. Pole signs, unless no other option is available to meet state requirements, such as for gasoline price signs;
2. Roof signs.

C. Allowable Sign Area.

1. The allowable sign area for nonresidential uses is not to exceed one square foot of sign area for each linear foot of street frontage.
2. For parcels with multiple street frontages the allowable sign area shall be one square

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foot for each linear foot of the longest street frontage plus one-half square foot for each additional linear foot of frontage.

3. No sign for any business shall exceed one hundred square feet, nor shall any business be restricted to less than twenty square feet of total sign area.

4. Buildings with over thirty thousand square feet of floor area shall be allowed to have one one-hundred-fifty-square-foot wall sign. Such sign shall be included in the total sign area for the parcel.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.140 General commercial (C2), highway services (HS), and commercial-manufacturing (CM) zones.

A. Sign Types Permitted. The following signs are permitted for licensed businesses in the city's general commercial (C2), highway services (HS), and commercial-manufacturing (CM) zoning districts:

1. Wall signs;
2. Awning or canopy signs;
3. Marquee signs;
4. Monument or ground signs not to exceed ten feet in height;
5. Institutional uses such as churches, schools, libraries, hospitals, community centers and/or public agency buildings such as fire or police stations may have a ground or monument sign. A sign permit is required for these uses;
6. Hanging signs;
7. Projecting signs;
8. Window signs;
9. Changeable signs;
10. Pole signs;
11. Banners. One promotional banner per street frontage. The banner must be mounted flat against the building, and must be maintained in a good condition. Tattered or torn banners must be removed;
12. Sandwich board signs or A-frame signs.
13. Pennant signs.

14. Off-site advertising signs are allowed in the C-2 zone only.

15. Digital signs are allowed for in the C-2 zone only.

16. School digital signs as defined in §17.39.040 (K).

~~16-~~ **17.** Exempt Signs. No permit required.

B. Use Permit Required. Twirlers or spinners are prohibited in these zones unless a use permit has first been approved by the planning commission.

C. Allowable Sign Area.

1. The allowable sign area for businesses in the general commercial (C2), highway services (HS), and commercial-manufacturing (CM) districts is not to exceed one and one-half square feet of sign area for each linear foot of street frontage.

2. Every business shall be permitted at least twenty square feet of sign area. No sign may exceed one hundred fifty square feet of sign area, with the exception of buildings of greater than thirty thousand square feet in size, which are permitted to have one wall sign of two hundred square feet.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.150 Illumination.

All signs shall be subject to the following restrictions upon illumination:

A. Light from any illuminated sign shall be shaded, shielded or directed so that its intensity or brightness shall not be objectionable to surrounding areas and uses:

1. During daylight hours between sunrise and sunset, luminance is limited to 10,000 nits.
2. At all other times, luminance is limited to 160 nits.
3. Digital signs may produce no more than 0.3 foot-candle of light when measured from the distance using the following formula: Measurement Distance = (Area of Sign Sq. Ft. × 100)
4. Each sign must have a light sensing device that will automatically adjust the brightness of the display as the natural ambient light conditions change.

B. Except for public service signs such as time and temperature units and official traffic signs, no flashing lights, beacons or other interrupted illuminating devices shall be permitted, with the exception of permitted digital display signs.

C. **Except for School Digital Signs, illuminated signs are prohibited except allowed**

only in commercial districts.

D. **Except for School Digital Signs,** illuminated signs shall not be lighted at night unless the service or product is available at that time.

E. School Digital Signs may be lighted between 7:00 AM and 7:00 PM.

(Ord. 672 § 5)

§ 17.39.160 Community promotion signs.

A. Murals. Murals with no commercial message shall be allowed in all nonresidential zones, and on commercial use buildings in the residential-professional zones. The design must have the approval of the architectural review committee. All murals shall be maintained in a clean and tidy condition.

B. Vertical Banners. Decorative banners with no commercial message, designed to enhance the community's appearance, may be erected by not-for-profit agencies on the city's street light poles. Such banners may also be displayed by private businesses on poles located on private property. Approval must first be granted by the city council who may ask to see a sample banner before making their decision. The banners must be maintained in a good condition, with any torn or tattered banners being removed or repaired promptly. The city reserves the right to have any such banner(s) removed if it is felt that it no longer contributes to the aesthetic enhancement of the community.

C. Horizontal Banners. Street banners advertising public entertainment, community events or celebrations, or fund-raising events by community-oriented not-for-profit organizations may be installed if approved by the public works department at locations designated by the public works director. The banners may be installed fourteen days before the event begins, and must be removed no later than seven days after the end of the event. A Cal-Trans encroachment permit must be obtained if the banner will encroach upon a state highway.

(Ord. 672 § 5)

§ 17.39.170 Exempt signs.

Except for the regulation relating to construction, maintenance, public nuisance and safety the following types of non-illuminated signs shall be allowed without a sign permit and shall not be included in the determination of the type, number or area of signs allowed per business or parcel, or by zoning district:

A. Nameplates. Nameplate signs not exceeding two square feet in display surface, and which are attached flat against the building. One per residential dwelling unit, office or business;

B. Public Signs. Signs of a public, non-commercial nature which are placed by a duly recognized governmental agency, including, but not limited to directional signs, safety

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signs, handicapped parking signs and signs identifying places of scenic or historical interest;

C. Rental, or Room and Board Signs. One sign per frontage, not exceeding four square feet in area, announcing room and board, room, apartment or other dwelling unit for rent;

D. Directional Signs. One sign not to exceed three square feet per entrance or exit, indicating traffic movement onto, from or within a premises;

E. Construction Signs. Signs identifying the names of the architects, engineers, contractors or other involved professionals of a building, development or subdivision under construction, alteration, repair or formation. The signs may also identify the character of the enterprise or the purpose for which the building or development is intended. Such signs may be placed on the property or attached to the outside of the building or on-site construction office only during the period of time when the project is actively under construction. Such signs may not exceed thirty-two square feet in any commercial zone, or nine square feet in any residential zone, except as required by any governmental entity. The sign(s) must be removed before a certificate of occupancy will be issued;

F. Real Estate and Subdivision Signs. One unlighted sign per frontage stating that the site is for rent or sale by the owner or named agent and giving information regarding size, price and terms. Such signs may be placed in the yard or attached to the outside of the building. Freestanding real estate signs may not exceed three and one-half feet in height from the ground level to the top of the sign. Real estate signs may not exceed nine square feet in area. Real estate signs larger than nine square feet will require a building permit;

G. Political Campaign Signs.

1. It is the intent of this code to exempt campaign signs from the regulations of this chapter relative to the placement of general advertising signs in all zones of the city, and to thereby encourage participation by the electorate in political activity during the period of political campaigns, but to permit such uses subject to regulations that will assure that political signs will be located, constructed and removed in a manner so as to assure the public safety and general welfare and to avoid the creation of a public nuisance caused by the proliferation of political advertising which would be offensive to the senses and would interfere with the comfort and enjoyment of life or property. It is the purpose of the council, in adopting this chapter to provide such regulations as will contribute to the public safety and general welfare and insure the right of political expression to all members of the community,

2. Signs or posters announcing candidates seeking elective office, or encouraging a particular stance on a measure before the popular vote. Each sign located on private property, shall be placed only with the permission of the property owner or tenant, and posted in such a way as to not constitute a public nuisance or safety hazard, and may

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not block the views of vehicular traffic or obstruct the public right-of-way,

3. Campaign Signs in a Public Right-of-Way. Notwithstanding any other provision of this code, a campaign sign may be placed in the public right-of-way adjacent to a public street in commercially or industrially zoned areas or along prime or major arterials in residentially zoned areas subject to the following restrictions:

a. No sign shall be attached to any utility pole, public structure, pole or structure supporting a traffic-control sign or device, or hydrant,

b. No sign shall be placed on any tree or shrub by any nail, tack, spike or other method that will cause physical harm to the tree or shrub,

c. No sign shall be placed in such a manner as to obstruct the public use of the sidewalk or interfere with the visibility of persons operating motor vehicles or constitute a hazard to persons using the public road or right-of-way,

d. No sign shall be placed in the roadway or on the sidewalk,

e. No sign shall be placed in that portion of the public right-of-way or easement past the sidewalk without the consent of the adjoining property owner or person in possession if different from the owner,

4. No political sign shall be posted more than forty-five days prior to, or ten days following an election;

H. No Trespassing Signs. One sign per street frontage, not to exceed four square feet in area indicating limitation on the use of private property by other than the owners. If more than one sign per frontage is needed the property owner or business person may apply to the planning commission for a use permit;

I. Customer or Tenant Parking Only Signs. One sign per street frontage, not to exceed four square feet in area. The sign shall contain any of the following appropriate restrictions:

1. Customer parking only,

2. Tenant parking only, or

3. Private property, no parking, The sign shall also contain the telephone number of the city police department. The lettering on the sign must contrast with the background of the sign and be at least two inches high, and made with a one-half inch stroke. The sign shall also contain the words "Violators May Be Towed." If more than one sign per frontage is needed the property owners or business person may apply for a use permit;

J. Window signs;

K. Awning or canopy signs;

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L. Corporate flags and governmental flags;

M. Garage Sale, Moving Sale, or Yard Sale Signs. Signs announcing the date(s) and location of a garage sale, moving sale or yard sale. Such signs shall not be posted in a manner which will block a public right-of-way, or which will block the vision of vehicular traffic. The signs must be removed once the date of the sale is passed;

N. Banners. One banner advertising products or services for sale on the premises per street frontage per business;

O. Barbershop Poles. Barber poles projecting not over eighteen inches from the face of the building where the barbershop is located or not projecting into the public right-of-way;

P. Holiday Decorations. Displays of a decorative, noncommercial nature for the purpose of celebrating a seasonal, political or religious holiday or a recognized community celebration, in season, for an aggregate period of not more than sixty days in one calendar year;

Q. Temporary or Seasonal Sales Booths. Signs including, but not limited to, fireworks stands, pumpkin sales, Christmas tree lots, community crafts fairs, temporary certified farmer's markets, and similar signs;

R. Community or Special Event Signs, Including Banners. Signs and banners for noncommercial promotional events of a civic, charitable, educational, religious or community service organizations provided any applicable encroachment permit has been obtained from other governmental entities having jurisdiction. The signs or banners must be removed within fourteen days after the event.

S. Scoreboard displays for school and park uses at athletic fields during athletic events.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.180 Historical signs.

Signs which have historical significance to the community but do not conform to the provisions of these regulations may be issued a permit to remain provided the planning commission makes the following findings:

A. The sign has historical significance for the community.

B. The sign does not create a traffic hazard.

C. The sign does not create a visual nuisance to the character of the community.

D. The sign is properly maintained and structurally sound, or can be made so as part of an historical designation or preservation process.

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E. The sign does not adversely affect adjacent properties.

(Ord. 672 § 5)

§ 17.39.190 Enforcement.

A. Administration.

1. All actions taken by department heads, officials, or other employees of the city vested with the duty or authority to issue any permit, license or certificate shall conform to the provisions of this chapter and shall issue no permit, license or certificate for uses, buildings, or structures or purposes in conflict with the provisions contained in this chapter. Any permit, certificate or license issued in conflict with the provisions of this chapter shall be void.

2. The community development director, public works director, building official, code enforcement officer, or other person authorized by the city manager, shall be authorized to enforce provisions of this chapter and to issue citations and make arrests pursuant to state and city codes.

a. The community development director or designee shall be responsible for the following functions:

i. Interpretations of this chapter; and

ii. The review of sign permit applications for conformance with this chapter.

b. The building official or designee shall be responsible for the following functions:

i. Inspections of signs and installation of signs;

ii. Inspections of purported violations of this chapter;

iii. The enforcement of this chapter by issuing final inspection approval of sign installations;

iv. Determination whether the sign applicant must apply for a building and/or electrical permit in addition to a sign permit.

B. Right of Entry. Whenever necessary to make an inspection to enforce any of the provisions of this code, or whenever the community development director, enforcement officer or their designee has reasonable cause to believe that there exists in any building or upon any premises any condition which makes such building or premises unsafe, dangerous or hazardous or may otherwise be in violation of the code, the community development director, enforcement officer or their designee may enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed by this code.

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C. Violations. Any sign or sign structure erected, constructed, altered, enlarged, converted, moved or maintained contrary to the provisions of this chapter and any use of land, building or premises established, conducted, operated or maintained contrary to the provisions of this chapter shall be and is declared to be unlawful and a public nuisance. All necessary legal proceedings for the abatement, removal and enjoinder thereof may be instituted in the manner provided by law and other steps as may be necessary to accomplish these ends may be utilized to apply to a court of competent jurisdiction to grant such relief as will remove and abate the structure or use and restrain and enjoin the person, firm, corporation or an organization from erecting, moving, altering or enlarging the structure or using the site contrary to the provisions of this chapter. The remedies prescribed by this section are cumulative and not exclusive.

D. Procedure.

1. The city manager, community development director, building official, city attorney or their designee may serve notice requiring the removal of any structure or use in violation of this chapter on the owner or the owner's authorized agent, on a tenant or on an architect, builder, contractor or other person who commits or participates in any violation.

2. In the event of a violation of this chapter or any regulation made under authority conferred herein, in addition to other remedies, the city attorney may institute any appropriate criminal prosecution, civil action or other proceedings to punish the perpetrator of such violation; to prevent such unlawful erection, movement, alteration, enlargement, maintenance or use; to restrain, enjoin, connect or abate such violation; to prevent the occupancy of such building, structure or land; or to prevent any illegal act, conduct, business or use in or about such premises.

E. Stop Work Orders. Whenever any sign work is being done contrary to the provisions of this chapter, the city manager, community development director, building official, city attorney or their designee may order the work stopped by notice in writing served on any persons engaged in doing such work or in causing such work to be done. Any such persons shall forthwith stop such work until authorized by the city to proceed with the work.

F. Revocation of Permit. Any permit issued under the terms of this chapter may be revoked by the community development director, public works director or building official when it appears that the sign has been erected or maintained in violation of the provisions of this chapter or any other ordinance or law. No such permit revocation shall be effective until the planning commission affirms the revocation after a hearing set for that purpose. Written notice of the time and place of such hearing shall be given to the permit holder at least ten days before the date set for the hearing. The notice shall contain a brief statement of the grounds for revoking the permit. Notice may be given either by personal delivery or by deposit in the United States mail a sealed envelope, registered mail, return receipt requested, postage prepaid and addressed to the permit holder.

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G. Owner to Remove Signs. Within thirty days after the revocation of any permit as provided in subsection F of this section, or within ten days after affirmance of such revocation the sign or signs described in such revocation shall be removed by the former permit holder. If such removal is not completed within that time, the community development department shall cause such sign to be removed, and permit holder shall be liable to city for all costs reasonably associated with the sign removal including, but not limited to, all fees, salaries (including benefits) and disposal charges.

H. Nature of Removal.

1. A sign subject to removal shall be removed in a safe manner.
2. Any accessory structures or foundations or mounting materials that are unsightly or a danger to the safety and welfare of the citizens shall be removed along with the sign.

I. Removal—Assessment of Costs. The costs involved in the removal of signs by the city shall become a special assessment against the real property upon which the sign is located. The community development department shall notify, in writing, all persons having an interest of record in the official records of the county assessor of the amount of such assessment resulting from such work. Within five days of the service of such notice, any person having any right, title or interest in the property or any part thereof, may file with the planning commission a written request for a hearing on the correctness and/or reasonableness of such assessment. In the event of such timely written request, the planning commission shall set the matter for hearing, give such person reasonable notice thereof by first class mail, postage prepaid, hold such hearing, and determine the reasonableness and/or correctness of the assessment. The planning commission shall notify, by first class mail, postage prepaid, all such persons making such request of its decision in writing within five days thereof. If the total assessment determined as provided for in this section is not paid in full within ten days after receipt of such notice, the community development department shall record in the office of the county recorder a statement of the total balance still due and a legal description of the property. From the date of such recording, such balance due shall be a special assessment against the property.

J. Collection of Assessments. The assessment shall be collected at the same time and in the same manner as ordinary county taxes are collected, and shall be subject to the same penalties and same procedure and sale in case of delinquency as provided for ordinary county taxes. All laws applicable to the levy, collection and enforcement of county taxes shall be applicable to such special assessment.

K. Violation—Penalty. Any person, firm or corporation violating any provisions of this chapter shall be guilty of a misdemeanor or an infraction as charged per the prosecutorial discretion of the city attorney. Such person, firm or corporation shall be deemed guilty of a separate offense for each day during any portion of which any violation of this chapter is committed, continued or permitted by such person, firm or corporation.

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L. Nuisance Abatement. The city council determines that the public peace, safety, morals, health and welfare require that all signs and advertising structures heretofore constructed or erected in violation of any ordinance of the city in effect at the time such sign was constructed or erected be and are hereby made subject to the same provisions of this section. Such signs shall be made to conform and comply with this chapter as soon as reasonably possible after January 17, 1996. All signs and advertising structures that are not made to conform and comply within a reasonable time shall be and are declared to be public nuisances and may be abated in the manner provided. All signs and advertising structures which are structurally unsafe, which constitute a fire hazard or which are otherwise dangerous to human life, or which constitute any hazard to safety, health or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage or abandonment, as specified in this chapter or any other effective ordinance, are, for the purposes of this section, unsafe signs or sign structures. All such unsafe signs or sign structures are declared to be public nuisances and shall be abated by repair, rehabilitation, demolition or removal.

(Ord. 672 § 5)

§ 17.39.200 Matrix of regulations.

SIZE REGULATIONS	Single-Family Res. Zones (R1, R1B)	Multiple-Family Res. Zones (R2, R3)	Apts. of 4 or more units (R3)	Residential-Professional Zones (RP)	Limited Com. and Com. Wat. (C1, CW)	General Com. and Hwy. Services (C2, HS)	Commercial Manufacturing (CM)	Bed and Breakfast Establishments
Nameplates, 2 sq. ft. of sign area, nonilluminated	X	X	X	X				X
½ sq. ft. of sign area for each linear ft. of frontage				X				
½ sq. ft. of sign area for each linear ft. of frontage plus ¼ sq. ft. of sign area for each ft. of frontage for multiple frontages	X	X	X	X				
1 sq. ft. of sign area for each linear ft. of frontage					X			

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SIZE REGULATIONS	Single-Family Res. Zones (R1, R1B)	Multiple-Family Res. Zones (R2, R3)	Apts. of 4 or more units (R3)	Residential-Professional Zones (RP)	Limited Com. and Com. Wat. (C1, CW)	General Com. and Hwy. Services (C2, HS)	Commercial Manufacturing (CM)	Bed and Breakfast Establishments
1 sq. ft. of sign are for each linear ft. of frontage plus ½ sq. ft. of sign area for each ft. of frontage for multiple frontages					X			
1 and ½ sq. ft. of sign area for each linear ft. of frontage						X	X	
Projecting sign extending not more than 36 inches from building					X	X	X	
One sign not to exceed 20 sq. ft. in area								X
Maximum sign area 100 sq. ft. per face					X			
Maximum sign area 150 sq. ft. per face						X		
Construction signs not to exceed 32 sq. ft. in area					X	X	X	
Construction signs not to exceed 9 sq. ft. in area	X	X	X	X				X
Real estate signs not to exceed 9 sq. ft. in area and 3 ½ ft. in height	X	X	X	X	X	X	X	X

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SIZE REGULATIONS	Single-Family Res. Zones (R1, R1B)	Multiple-Family Res. Zones (R2, R3)	Apts. of 4 or more units (R3)	Residential-Professional Zones (RP)	Limited Com. and Com. Wat. (C1, CW)	General Com. and Hwy. Services (C2, HS)	Commercial Manufacturing (CM)	Bed and Breakfast Establishments
HEIGHT REGULATIONS:								
30 foot maximum to top of pole sign						X	X	
14 ft. minimum to bottom of pole sign in a vehicular area						X	X	
10 ft. minimum to bottom of pole sign in a pedestrian area						X	X	
Ground or monument sign not to exceed 5 ft. in height and 20 sq. ft. in area								X
Ground or monument sign not to exceed 5 ft. in height and 24 sq. ft. in area			X					
Ground or monument sign not to exceed 5 ft. in height				X	X			
Ground or monument sign not to exceed 10 ft. in height						X	X	
One pole sign per parcel						X	X	
SIGN TYPE REGULATIONS:								
Wall signs				X	X	X	X	
Awning or canopy signs				X	X	X	X	
Marquee signs					X	X	X	

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SIZE REGULATIONS	Single-Family Res. Zones (R1, R1B)	Multiple-Family Res. Zones (R2, R3)	Apts. of 4 or more units (R3)	Residential-Professional Zones (RP)	Limited Com. and Com. Wat. (C1, CW)	General Com. and Hwy. Services (C2, HS)	Commercial Manufacturing (CM)	Bed and Breakfast Establishments
Monument or ground signs			X	X	X	X	X	
Hanging signs					X	X	X	
Projecting signs					X	X	X	
Sandwich Boards or A-frame signs	X	X	X	X	X	X	X	
Pennant Signs	X	X	X	X	X	X	X	
Window signs				X	X	X	X	
Changeable copy signs						X	X	
Pole signs						X	X	
Banners						X	X	
Nameplate signs	X	X		X	X	X	X	X
Illuminated signs					X	X	X	
Digital Signs						X		
<u>School Digital Signs</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	
Off-site Advertising						X		

-----END OF ORDINANCE-----

CITY OF CRESCENT CITY
PLANNING COMMISSION & ARCHITECTURAL DESIGN REVIEW COMMITTEE

Commission Members: Ray Walp, Chairperson * Kristine DeCossio, Vice-Chair
Shawna Hyatt * Debra Perius * Paul Martinez



Incorporated April 13, 1854

web: www.crescentcity.org

RESOLUTION NO. PC2026-11

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CRESCENT CITY RECOMMENDING THE CITY COUNCIL ADOPT THE AMENDMENTS TO THE SIGNS REGULATIONS ORDINANCE, CHAPTER 17.39 OF THE CITY'S MUNICIPAL CODE.

WHEREAS, Crescent Elk Middle School (Paige Swan and Lucas O'Laughin) has submitted a Zoning Ordinance Amendment request (Application ZOA26-01) to amend the signs ordinance (CCMC § 17.39) to allow LED signs for school uses.

WHEREAS, the applicant has received grant funding to install a digital sign. The purpose of the sign is to communicate school related information, including events and announcements to students, parents, and staff. The proposed sign will not be used for advertising.

WHEREAS, the applicant has proposed two digital sign design options but will install only one. The first option is a double-sided monument sign with two 32-square-foot sign faces, for a total sign area of 64 square feet. The second option is a single-sided, wall-mounted digital sign with a maximum digital display area of 32 square feet.

WHEREAS, the applicant has been in discussion with other schools in the City that have also expressed interest in installing digital signs. As a result, the recommended zoning ordinance amendment is intended to apply to schools that meet the definition of "schools, elementary and high" as defined in Chapter 17.04.430 of the Crescent City Municipal Code.

WHEREAS, the Planning Commission has considered this proposed project on this date at a duly noticed public hearing, staff report, and public testimony;

WHEREAS, the Planning Commission finds that the proposed ordinance amendments are consistent with the zoning purpose and objectives;

- a. "To preserve, protect and promote the public health, safety, peace, comfort, convenience, prosperity, and general welfare" (CCMC §17.02.010);
- b. "To provide a specific plan to guide the physical development of the city in such a manner as to achieve progressively the general arrangement of land uses depicted in the general plan" (CCMC §17.02.010(A));
- c. "To encourage a wholesome, serviceable, and pleasant living environment and to establish a stability of existing land uses which conform with the objectives, policies, principles, and standards of the general plan" (CCMC §17.02.010(B));

ZONING ORDINANCE AMENDMENT (APPLICATION ZOA26-01)
Amendments to the Signs Regulations Ordinance

- d. "To prevent excessive population densities and overcrowding of land with structures" (CCMC §17.02.010(C));
- e. "To promote the safe, effective traffic circulation system, the provision of adequate off-street parking and truck loading facilities and the appropriate location of community facilities" (CCMC §17.02.010(D));
- f. "To protect and promote properly located commercial and industrial activities in order to preserve and strengthen the city's economic base" (CCMC §17.02.010(E));
- g. "To protect and enhance real property values and the city's natural assets" (CCMC §17.02.010(F));
- h. "To provide for the orderly development of new urban expansion that is logical, desirable, and in conformance with the objectives and policies of the general plan" (CCMC §17.02.010(G));

WHEREAS, the Planning Commission finds that the proposed ordinance amendments are consistent with the zoning purpose and objectives, in that, the amendments:

- a. "Protect and enhance the architectural character, harmony and natural beauty of the community, its buildings and its various neighborhoods and districts."
- b. "Protect commercial districts from sign clutter."
- c. "Protect the public's ability to identify users and premises without confusion."
- d. "Eliminate unnecessary distractions which may jeopardize pedestrian or vehicular traffic safety."
- e. "Are as small in size and few in number as is consistent with their purpose of communicating identification and essential information."
- f. "Protect the right of the public to be directed, warned, advised and informed."
- g. "Possess a satisfactory aesthetic effect and pleasing elements of design that relates to the form, proportion, material, surface treatment and position."
- h. "Assure the maintenance of signs."
- i. "Implement the community design objectives expressed in the general plan."
- j. "Prohibit political signs on public utility or street sign poles because it is necessary to prevent visual distractions to motorists that create traffic hazards, prevent the obstruction of road hazards and road signs, and to prevent eyesores from proliferating along public streets."
- k. "Regulate the size of political signs because it is necessary for safety and aesthetic reasons, specifically that the strong winds common in the city would remove the signs, creating hazards and accumulation of debris, and extremely large or illuminated signs would create a distraction to motorists.";

WHEREAS, the Planning Commission finds that the proposed revisions can be determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15061(b)(3) (Common Sense Exemption). The City Council will make the CEQA determination if the application proceeds.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Planning Commission of the City of Crescent City recommend that the City Council consider the attached proposed revisions to the Signs Ordinance.

ZONING ORDINANCE AMENDMENT (APPLICATION ZOA26-01)
Amendments to the Signs Regulations Ordinance

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of Crescent City held on this 9th day of July 2026, by the following polled vote.

AYES:
NOES:
ABSTAIN:
ABSENT:

Ray Walp, Chairperson

ATTEST:

Heather Welton, Community Development Specialist

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CITY OF CRESCENT CITY
PLANNING COMMISSION & ARCHITECTURAL REVIEW COMMITTEE

Commission Members: Ray Walp, Chairperson * Kristine DeCossio, Vice-Chair
Shawna Hyatt * Debra Perius * Paul Martinez



Incorporated April 13, 1854

web: www.crescentcity.org

STAFF REPORT
AGENDA ITEM #2

- TO:** Chairperson Walp and Members of the Planning Commission
- FROM:** Community Development Department, Planning & Zoning
Ethan Lawton, Contract City Planner
- BY:** Community Development Department, Planning & Zoning
Ethan Lawton, Contract City Planner
- DATE:** Thursday, July 9, 2026
- SUBJECT:** A Public Hearing to consider a minor Architectural Review (Application AR26-07) for Troy Duncan's (Battery Point Group) proposed façade change on an +45-year-old existing commercial building located at 983 3rd Street (APN 118-070-012).

SECTION 1: EXECUTIVE SUMMARY

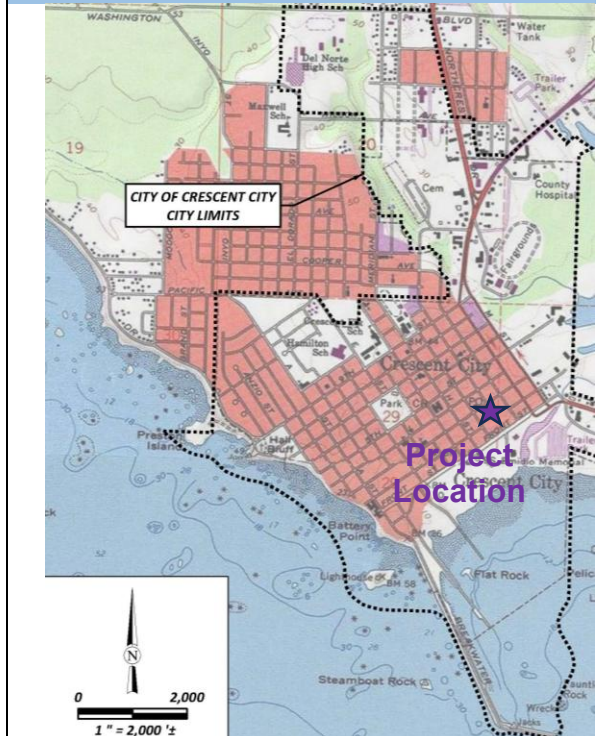
Troy Duncan (Battery Point Group) submitted a Minor Architectural Review (Application AR26-07) for a proposed façade change on an existing +45-year-old commercial building within the C-W zone (Waterfront Commercial District) located at 983 3rd Street, Crescent City, CA 95531 (APN 118-070-012).

STAFF RECOMMENDS: "Motion to adopt Resolution No. PC2026-12, A Resolution of the Planning Commission of the City of Crescent City Approving Troy Duncan's (Battery Point Group) minor Architectural Review (Application AR26-07) for a proposed façade change on a +45-year-old existing commercial building."

ATTACHMENTS:

- A) AR26-07 Application
- B) AR26-07 Conditions of Approval
- C) Resolution No. PC2026-12

FIGURE 1-1: PROJECT LOCATION MAP



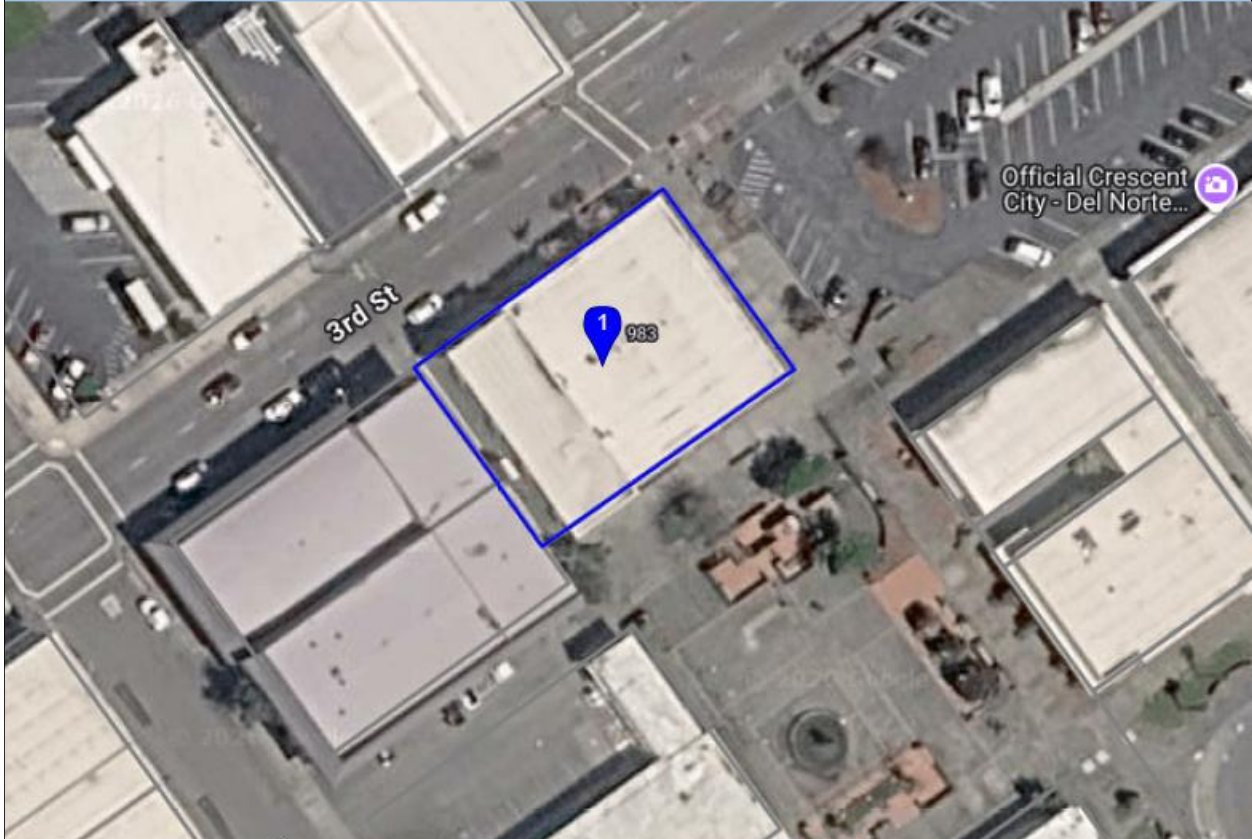
Source: Housing Element (December 2022)

SECTION 2: BACKGROUND INFORMATION

The existing parcel is currently developed and consists of an existing 12,600-sf commercial structure constructed in 1964. The 80-foot-long façade facing Third Street currently contains six windows and does not provide an entrance to the commercial space.

ADDRESS: 983 3 rd Street Crescent City, CA 95531	APN: 118-070-012-000	PARCEL SIZE: +/- 0.26 acres +/- 11,325 sf	PROJECT SIZE: +/- 0.26 acres +/- 11,325 sf
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FIGURE 2-1: PROJECT PARCEL



Source: Parcel Quest (June 2026) *Note: Not 100% Accurate

The proposed project is located within the Visitor and Local Commercial (VLC) General Plan land use designation and within the Waterfront Commercial (C-W) zoning designation (See Section 4: General Plan Consistency and Section 5: Zoning Consistency).

FIGURE 2-2: EXISTING FACADE



Source: Google Street View (July 2025)

2.1. APPLICATION:

On June 22, 2026, Troy Duncan (Battery Point Group) submitted a Minor Architectural Review (Application AR26-07) for a proposed façade change on an +45-year-old existing commercial building within the C-W zone (Waterfront Commercial District) located at 983 3rd Street, Crescent City, CA 95531 (APN 118-070-012-000).

FIGURE 2-3: 300-FT NOTICE



Source: ParcelQuest (June 2026)

2.2. NOTICE OF PUBLIC HEARING:

A Notice of Public Hearing was submitted to the Del Norte Triplicate newspaper (on 06/19/26) to be published (on 06/25/26) in print/online circulation and provided to the Commissioners (on 06/19/26). A similar Notice of Public Hearing was mailed (on 06/23/26) to the property owners within 300-ft of the project location (CCMC § 17.46.050) as required (Cal. Gov. Code §§ 65090 & 65094).

Public Notice Posting In Addition to Newspaper Publishing

A Notice of Public hearing was also posted (06/23/26) on the City's website (<https://www.crescentcity.org/PublicNotices>).

2.4. REQUIRED FINDINGS BY THE COMMISSION:

The Planning Commission has considered this proposed project on this date at a duly noticed public hearing, staff report, and public testimony.

SECTION 3: PROPOSED PROJECT DESCRIPTION

The project proposes improvements to an existing 80-foot-long façade on a commercial building that is more than 45 years old. The façade facing Third Street currently contains six windows and does not provide an entrance to the commercial space. The applicant proposes to create three storefronts along the façade. One storefront, approximately 40 feet in length, will include Hardy siding with battens, larger retail-style, transom windows, an awning, and a new entrance for Johnston's Gift Garden Home Store (Figure 3-1). The remaining two storefronts will each be approximately 20 feet long and will provide opportunities for additional commercial tenant spaces.

FIGURE 3-1: PROJECT PARCEL



Source: ATT.A - AR26-07 Application (June 2026)

FIGURE 3-2: PROPOSED PROJECT ARCHITECTURE (40 FOOT STOREFRONT)



Source: ATT.A - AR26-07 Application (June 2026)

FIGURE 3-3: PROPOSED PROJECT ARCHITECTURE (TWO 20 FOOT STOREFRONTS)



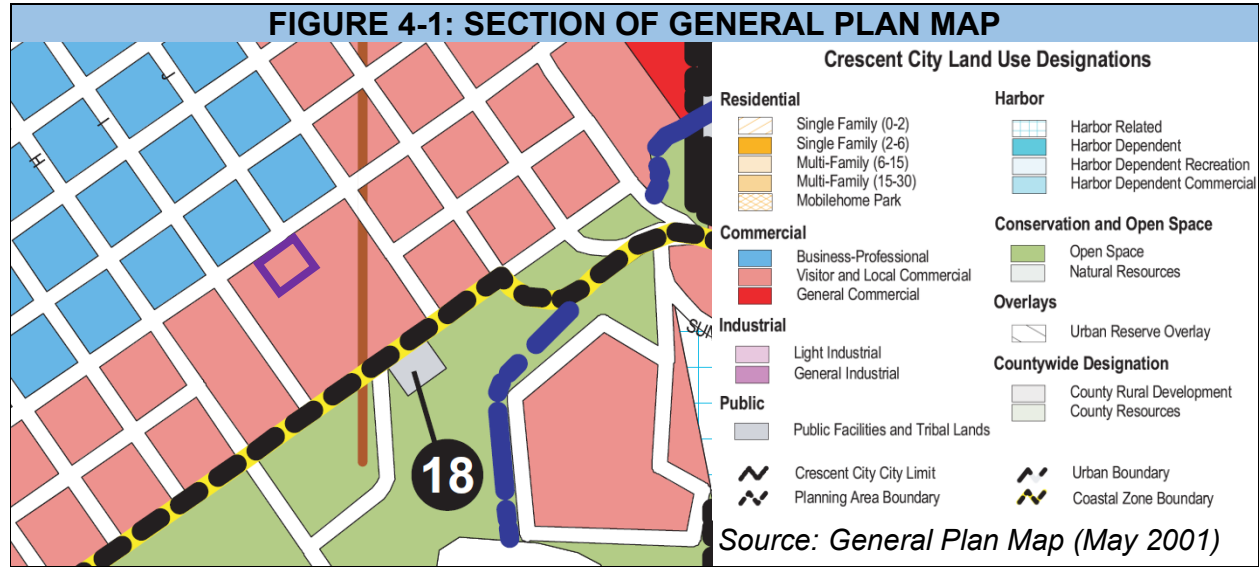
Source: ATT.A - AR26-07 Application (June 2026)

3.1. REQUIRED FINDINGS BY THE COMMISSION:

Troy Duncan (Battery Point Group) submitted a Minor Architectural Review (Application AR26-07) for a proposed façade change on an existing +45-year-old commercial building within the C-W zone (Waterfront Commercial District) located at 983 3rd Street, Crescent City, CA 95531 (APN 118-070-012-000).

SECTION 4: GENERAL PLAN CONSISTENCY

The proposed façade change on an existing commercial building is located within the Visitor and Local Commercial (VLC) General Plan land use designation (See Figure 4-1: Section of General Plan Map).



4.1. General Plan Land Use Designation:

The VLC General Plan land use designation principally permits “commercial activities such as regional shopping and service centers including wholesale “club” stores and factory outlets; a full range of retail uses including apparel stores, specialty shops...” as the intended use “provides for a combination of commercial uses including visitor-serving commercial uses, local-serving commercial uses, and regional-serving commercial uses.”

The proposed façade change on an existing commercial building is a use consistent with the VLC and is complementary to some of the surrounding uses (See Table 4-1: Comparison of Surrounding Properties).

TABLE 4-1: COMPARISON OF SURROUNDING PROPERTIES		
Vicinity	Land Use Designation	Current Use
Project Property	VLC (Visitor & Local Commercial)	Currently Vacant Commercial Space
North	B-P (Business-Professional)	Currently Vacant Commercial Space
South	VLC (Visitor & Local Commercial)	Public Parking Lot
East	VLC (Visitor & Local Commercial)	Public Parking Lot
West	VLC (Visitor & Local Commercial)	North Coast Rape Crisis Team

4.2. SUPPORTING GENERAL PLAN GOALS/POLICIES:

- **Goal 1.A.** – *“To encourage the overall economic and social growth of the City while maintaining its position of importance in the county and improving its overall aesthetic appeal.”*
- **Policy 1.A.2.** – *“The City shall encourage infill development that makes efficient use of existing public infrastructure and is compatible with existing development.”*
- **Policy 1.A.3.** – *“The City shall encourage project sites to be designed to increase the convenience, safety, and comfort of people using public transportation, walking, or cycling.”*
- **Goal 1.B.** – *“To create a compact, pedestrian-oriented, economically-robust VCL area (see figure 6) that provides a clear geographic focus for attracting visitors and residents and for increasing private sector investment.”*
- **Policy 1.B.3.** – *“The City shall work jointly with the Redevelopment Agency to promote the VCL area as the city’s primary pedestrian, commercial, entertainment center, and gathering place for residents and tourists.”*
- **Policy 1.B.15.** – *“The City shall promote the creation of a strong and appealing retail environment by requiring the use of transparent commercial storefronts (i.e., windows and doors) and continuous and compatible building facades.”*
- **Goal 1.D** – *“To expand and enhance the VLC area, Crescent City Harbor, and downtown as a tourist destination.”*
- **Goal 1.E** – *“To create a safe, clean, and pedestrian-friendly downtown area.”*
- **Policy 1.E.1** – *“The City shall work jointly with the Redevelopment Agency to demolish or rehabilitate dilapidated structures within the VLC area.”*
- **Policy 1.G.1.** – *“The City shall promote high quality design, visual attractiveness, proper location, adequate sites, sufficient off-street parking, and convenient circulation system for commercially-designated areas of the city.”*
- **Policy 1.G.6.** – *“The City shall work with the property owners in older commercial area to either rehabilitate their properties or convert them to productive uses that are consistent with this General Plan.”*
- **Goal 1.I** – *“To maintain a healthy and diverse local economy that meets the present and future employment shopping, recreational, public safety, and services needs of Crescent City residents and to expand the economic base to better the need of residents.”*
- **Policy 1.J.1.** – *“The City shall preserve, to the greatest degree possible, the remaining older structures which serve as a physical reminder of the City’s historical past. The City shall give priority to preserving those structures of architectural or historical significance.”*
- **Policy 1.J.3.** – *“The City shall make the improvements or removal of dilapidated buildings throughout the city a code enforcement program priority. This is particularly important in the downtown area and the residential neighborhoods of the city.”*
- **Policy 1.J.4.** – *“The City shall selectively allow conversions of older structures from single-family residential to other uses (such as commercial or multi-family residential) if the intrinsic character and outward appearance of the structure is not altered. Demolition of these structures should be very selective.”*
- **Policy 1.J.5.** – *“The City shall ensure that all new developments in the Crescent City area be of quality design and provide an adequate level of amenities.”*

4.3. REQUIRED FINDING BY THE COMMISSION:

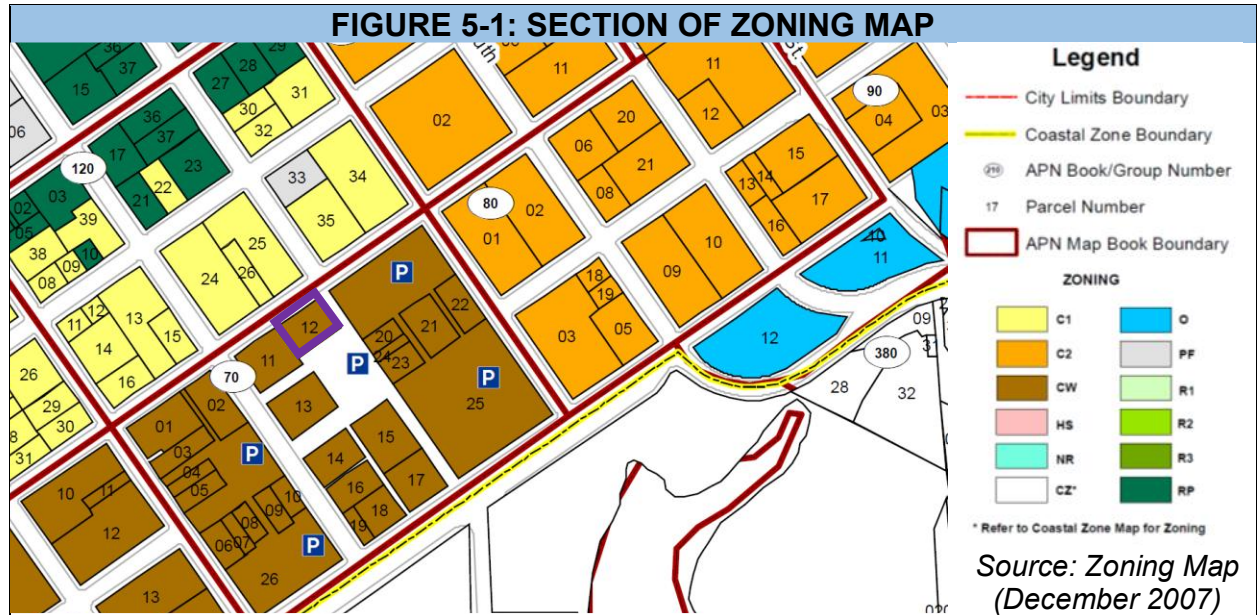
The Planning Commission finds that the proposed project is consistent with the Crescent City General Plan's VLC (Visitor & Local Commercial) land use designation, in that the proposed project:

- a) *Is categorized as principally permitted "commercial activities such as regional shopping and service centers including wholesale "club" stores and factory outlets; a full range of retail uses including apparel stores, specialty shops..." within the VLC*
- b) *Provides "for a combination of commercial uses including visitor-serving commercial uses, local-serving commercial uses, and regional-serving commercial uses" within the VLC; and*
- c) *Is supported by the General Plan goals (1.A, 1.B, 1.D, 1.E, & 1.I) and policies (1.A.2, 1.A.3, 1.B.3, 1.B.15, 1.E.1, 1.G.1, 1.G.6, 1.J.1, 1.J.3, 1.J.4, & 1.J.5).*

SECTION 5: ZONING CONSISTENCY

The proposed façade change on an existing commercial building is located within an existing structure within the Waterfront Commercial District (C-W) Zone (See Figure 5-1: Section of Zoning Map).

5.1. COASTAL: This proposed project is not located within the Coastal Zone and is not appealable to the Coastal Commission.



5.2. USE: The C-W Zoning District principally permits “retail trade and specialty shops” (CCMC § 17.23.020(B)) as the intended uses are to “provide for a mixture of commercial shops and services, accommodation uses, and public services in the downtown area which is adjacent to Beachfront Park and the Crescent City harbor area which serves a mixture of tourist, seasonal and year-round residents” (CCMC § 17.23.010(A)).

5.3. ZONING: The proposed façade change on an existing commercial building is a use consistent with the C-W Zoning District and is complimentary to some of the surrounding uses (See Table 5-1: Comparison of surrounding Properties).

Vicinity	Zoning District	Current Use
Project Property	C-W (Waterfront Commercial)	Currently Vacant Commercial Space
North	C-1 (Downtown Business)	Vacant Commercial Space / Johnston’s Gift Garden Home
South	C-W (Waterfront Commercial)	Public Space – Fountain Plaza
East	C-W (Waterfront Commercial)	Public Parking Lot

West	C-W (Waterfront Commercial)	North Coast Rape Crisis Team
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5.4. DEVELOPMENT STANDARDS & PROPOSED PROJECT:

The following items include a summary analysis of the Minor Architectural Review Application submittal (See Attachment A: AR26-07 Application) and the C-W (Waterfront Commercial District) Zoning Development Standards (CCMC § 17.23), which is further analyzed under Section 7: Minor Architectural Review below.

5.5. Conditional Use Permit: No conditional use permit is required as the C-W Zoning District principally permits “*retail trade and specialty shops*” (CCMC § 17.23.020(B)).

5.6. Height and Area Regulations: All permitted uses within the C-W Zoning District are subject to height and area regulations and are addressed below (See Table 5-2: Comparison of Height and Area Regulations).

TABLE 5-2: COMPARISON OF HEIGHT AND AREA REGULATIONS			
Standards	CCMC §§	Regulation	Proposed
Height	17.23.040(A)	70-ft	No Change
Front Yard	17.23.040(B)(1)	None	No Change
[Exterior] Side Yard	17.23.040(B)(2)	None	No Change
[Interior] Side Yard	17.23.040(B)(2)	None	No Change
Rear Yard	17.23.040(B)(3)	10-ft	No Change
Lot Area	17.23.040(B)(4)	None	No Change
Lot Coverage	17.23.040(B)(5)	50%	No Change

5.7. Parking, Fencing, and Signs: All permitted uses within the C-W Zoning District are subject to the general requirements regarding Parking (CCMC § 17.23.060(A)), Fencing (CCMC § 17.23.060(B)), and Signs (CCMC § 17.23.060(C)). No signs or fencing are proposed. Any future fencing or signage will be subject to a separate permit.

5.8. Site Plan: The proposed façade change on an existing commercial building requires a Site Plan & Architectural Review within the C-W Zone (CCMC § 17.23.070). This item is further addressed under Section 7 (Minor Architectural Review).

Since the applicant has requested a remodel of an existing structure +45-years-old, this item is further addressed under Section 6 (Remodel Architectural Review) below.

5.9. REQUIRED FINDINGS BY THE COMMISSION:

The Planning Commission finds that the proposed project is consistent with the Crescent City’s C-W (Waterfront Commercial District) Zoning Code, in that the proposed project:

- a) *Is not located within the Coastal Zone and is not appealable to the Coastal Commission;*
- b) *Is considered principally permit under “retail trade and specialty shops” (CCMC § 17.23.020(B));*

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Staff Report - Agenda Item: #2*

- c) Provides for a mixture of commercial shops and services, accommodation uses, and public services in the downtown area which is adjacent to Beachfront Park and the Crescent City harbor area which serves a mixture of tourist, seasonal and year-round residents” (CCMC § 17.23.010(A)); and*
- d) Is subject to all zoning regulations (CCMC § 17.23.010(B)).*

SECTION 6: REMODEL ARCHITECTURAL REVIEW

The proposed façade change on an existing +45-year-old commercial building (CCMC § 17.23.070) requires the scheduled public hearing for the Planning Commission to determine whether the proposed Remodel Architectural Review shall be approved or denied (CCMC § 17.46.035), based on the following standards:

Where a structure(s) forty-five years or older is proposed for remodel or demolition, a review of the potential for impact upon a site listed on the National Historical Register or a site of local historical significance shall be made and considered in the architectural review decision. It is the goal of the city general plan to encourage property owners and other land managers to preserve or rehabilitate important historical and cultural site rather than destroy them” (CCMC § 17.46.035). A recent City Demolition Legal Memorandum is utilized for the Planning Commission to make the following determinations:

6.1. National Historic Registry

The structure is NOT listed on the National Historic Registry.

6.2. Local Historic Significance

The answer to this question requires the Planning Commission to exercise independent judgment based on the evidence presented to them at the public hearing. The CCMC does not define what constitutes a “site of local historical significance.”

“The structure is not listed on any local historical register, list, or survey. Neither the City nor the County have created or maintained a local registry, list or survey of sites of local historical significance” (Attachment D: Demolition Legal Memorandum, page 3).

6.3. California Historic Building Code

“The California Historical Building Code (CHBC) applies to a ‘qualified historical building or property’ located within the jurisdictional limits of the City. The purpose of the CHBC is to provide alternative building standards for qualified properties to support their preservation while also ensuring safety and accessibility.” This can be done through the following analysis:

6.3.1. The structure IS a “building site, object, place, location, district or collection of structures.”

6.3.2. The structure is NOT “deemed of importance to the history, architecture of culture of an area by appropriate local, state, or federal governmental jurisdiction.”

The structure is NOT a historical building on or determined eligible for national state or local historical registers or inventories, such as the National Register of Historic Places, California Register of Historical Resources, State Historical Landmarks, State Points of Historical Interest.

The structure is NOT a historical building on a city or county register, inventory or survey of historical or architecturally significant sites, places, or landmarks.

6.4. CEQA Historic Resource Analysis

The California Environmental Quality Act (“CEQA” codified in Division 13 of the California Public Resources Code) requires that projects subject to discretionary approval by a local or state government comply with the Act. CEQA has its own historical resource impact analysis. Public Resources Code Section 21084.1 states that a project which may cause a substantial adverse change in the significance of a historical resource is a project that may have a significant effect on the environment under Public Resources Code § 21084.1 and 14 CCR § 15064.5:

6.4.1. The building is NOT a resource listed in, or determined to be eligible for listing in, the California Register of Historical Resources.

6.4.2. The building is NOT included in a local register of historical resources adopted by a local resolution or ordinance.

6.4.3. The building is NOT deemed significant pursuant to criteria set forth in Public Resources Code Section 5024.1(g).

6.4.4. The building is NOT a local historic resource as defined in Public Resources Code Section 5020.1(j).

Additionally, the building must have maintained its integrity – “the authenticity of a historical resource’s physical identity evidenced by the survival of characteristics that existed during the resource’s period of significance” (14 CCR 4852(c)). In other words, has the building retained enough of its historic character or appearance to be recognizable as a historical resource and to convey the reasons for its significance? Integrity is evaluated with regard to the retention of location, design, setting, materials, workmanship, feeling and association (14 CCR § 4852(c)). If the building has not retained sufficient integrity, then the structure may be determined to not be a historical resource.

Although the structure was originally constructed in 1964, the building underwent façade modifications within the last 45 years. These alterations removed the original large retail storefront windows to accommodate a large office space. The applicant obtained an over-the-counter demolition permit for the removal of the modified façade. These more recent façade modifications have since been removed, and none of the altered or original façade elements remain. See Section 7 for an analysis of the proposed façade improvements.

The Planning Commission will need to determine the local historic significance of the structure under PRC § 21084.1. and complete the CEQA determination. Under the CCMC, a permit may not be issued for 983 3rd Street without an architectural review before the Planning Commission, the purpose of which would be to determine if the

proposed project will impact a site of local historic significance under the CCMC and subsequently reviewed under CEQA.

6.5. REQUIRED FINDINGS BY THE COMMISSION:

The Planning Commission finds that the proposed project is consistent with the Crescent City's Architectural Review Standards, in that the proposed project:

- a) *The structure is NOT listed on the National Historic Registry;*
- b) *The structure is NOT listed on any local historical register, list, or survey of sites of local historical significance;*
- c) *The structure, according to the California Historic Building Code (CHBC) IS a "building site, object, place, location, district or collection of structures";*
- d) *The structure has NOT been, according to the CHBC "deemed of importance to the history, architecture or culture of an area by appropriate local, state, or federal governmental jurisdiction";*
- e) *The building, according to CEQA, is NOT: 1) a resource listed in, or determined to be eligible for listing in, the California Register of Historical Resources, 2) included in a local register of historical resources adopted by a local resolution or ordinance, 3) significant pursuant to criteria set forth in Public Resources Code Section 5024.1(g), and 4) a local historic resource as defined in Public Resources Code Section 5020.1(j) or 14CCR Section 4852;*
- f) *The project is exempt from CEQA pursuant to Class 1 §15301 Existing Facilities; and no exceptions to the exemption per CEQA Section 15300.2 exist.*

SECTION 7: MINOR ARCHITECTURAL REVIEW

Although the Crescent City Downtown Specific Plan Phase 1 Summary (December 2025) has not been formally adopted or codified into requirements, it provides some information in reviewing façade changes as part of a Façade Improvement Program.

Project Limits. Retail façades fronting public rights-of-way for all parcels within the downtown core.

Key objectives include:

- a) **Attracting customers and increasing sales:** Visually appealing storefronts and façades help attract foot traffic, new customers, and tourists, which can lead to increased sales and revenue for downtown businesses.
- b) **Encouraging private investment:** By offering matching grants and incentives, the program will stimulate private property owners to invest in their buildings, which can have a catalytic “spillover” effect that encourages further improvements in adjacent properties and the entire downtown.
- c) **Eliminating blight and enhancing livability:** The physical improvements help to eliminate substandard conditions and blight, enhancing the overall quality of life and perception of safety in the neighborhood.
- d) **Preserving historic character:** For the few remaining historic structures, restoration of architectural details to maintain and promote Crescent City’s unique identity and heritage.
- e) **Supporting local businesses and job creation:** A thriving downtown with attractive storefronts helps local businesses stay competitive and grow, contributing to job creation and a stronger local tax base.
- f) **Filling vacant storefronts:** Improved building exteriors can attract new tenants and help reduce commercial vacancy rates by making spaces more desirable for a variety of uses, such as retail, restaurants, and housing.

Design Requirements

Architectural Design Guidelines

In addition to any regulatory requirement approvals, facade improvement grant recipients would be subject to design review and approval using Architectural Design Guidelines. The Guidelines would include subjective requirements that promote a Crescent City authentic architecture vernacular. Guidelines elements would include windows, doors, facades, weather protection requirements at a minimum. Other guidelines may be for signs, landscaping, ‘parklet’ seating, bike corrals, and other improvements.

Phase 2 of the Specific Plan should include Architectural Design Guideline preparation and identification of potential funding strategies.

The project proposes improvements to an existing 80-foot-long façade on a commercial building that is more than 45 years old. The façade facing Third Street currently contains six windows and does not provide an entrance to the commercial space. The applicant proposes to create three storefronts along the façade. One storefront, approximately 40 feet in length, will include Hardy siding with battens, larger retail-style windows, transom windows, an awning, and a new entrance for Johnston's Gift Garden Home Store (Figure 7-1). The remaining two storefronts, each approximately 20 feet long, will be improved similarly and will provide opportunities for additional

commercial tenant spaces (Figure 7-2).

FIGURE 7-1: PROPOSED PROJECT ARCHITECTURE (40 FOOT STOREFRONT)



Source: ATT.A - AR26-07 Application (June 2026)

FIGURE 7-2: PROPOSED PROJECT ARCHITECTURE (TWO 20 FOOT STOREFRONTS)



Source: ATT.A - AR26-07 Application (June 2026)

The proposed façade change on an existing commercial building is a permitted use within the C-W Zone (CCMC § 17.23.060(D)) requiring the scheduled public hearing for the Planning Commission to determine whether the proposed Minor Architectural Review application (AR26-07 - Attachment A) shall be approved or denied (CCMC

§17.46.040(A)), based on the standards below.

7.1. Zoning (CCMC § 17.46.035(A)):

The proposed project is considerate of existing and potential uses of the proposed location and is consistent with the Crescent City’s Waterfront Commercial District (C-W) Zoning Code (with a Minor Architectural Review) (See Section 2: Background Information and Section 3: Project Description) (See Section 5: Zoning Consistency). Therefore, the proposed project is consistent with zoning regulations.

7.2. Parking (CCMC §§ 17.23.060(A) & 17.46.035(A)):

The proposed project is located on a parcel that is completely developed and is non-conforming to the parking requirements. The required off-street parking requirements for retail/commercials are 1 space per 250-sf (CCMC § 17.42.060(C)(1)). However, the City does allow parking spaces not located in the same lot as the use they are intended to serve, if they are located within 300-ft (CCMC § 17.42.090(A)(3)). There are 76 off-street public parking spaces on the adjacent parcel to the east. Therefore, the proposed project is consistent with off-street parking requirements.

7.3. Landscaping (CCMC §§ 17.46.035(A) & 17.43.010(B)):

Since the site is fully developed, there is no landscaping on site. The proposed project includes planters around the exterior perimeter of development. All proposed landscaping needs to be consistent with the City’s approved landscaping list and requirements. The maintenance of landscaping is included in the Conditions of Approval (Attachment B). Additionally, any landscaping or planters proposed within the public right-of-way will be required to undergo the encroachment permit process through the Public Works Department. Therefore, the proposed project is consistent with landscaping requirements.

7.4. Fencing (CCMC §§ 17.23.060(B) & 17.46.035(A)):

The proposed project does not include any proposed fencing, beyond the required trash collection screening (CCMC § 17.43.050) and is therefore consistent with fencing requirements. Any future fencing would be subject to a fence permit.

7.5. Signage (CCMC §§ 17.23.060(C) & 17.46.035(A)):

The proposed project does not include any proposed signage, none are required, and is therefore consistent with signage requirements. Any future signage will be subject to sign permit approval.

7.6. Right-of-Way (CCMC §§ 17.46.035(A) & 17.46.070):

The site is already developed with public improvements. Any future improvements to concrete curbs, gutters, and sidewalks are subject to the CCMC § 12.04.020 and Public Works Department standards.

7.7. Utilities (CCMC §§ 17.46.035(A) & 17.46.070):

The project site is currently served with existing underground provisions of water, sewage, and drainage facilities. Any proposed connection improvements are subject to

Public Works Department standards, review, and approval. Therefore, the proposed project is consistent with public services requirements.

7.8. REQUIRED FINDING BY THE COMMISSION:

The Planning Commission finds that the proposed site plans and designs of structures satisfy the Minor Architectural Review requirements (CCMC §§ 17.46.010 & 17.46.035) in that the structures:

- a) *Are compatible, both in harmony and in appearance with the neighborhoods;*
- b) *Reduce negative impacts on adjacent properties, reduce the unnecessary destruction of the environment and ground cover to avoid the creation of hazardous conditions and drainage problems;*
- c) *Avoid monotonous and otherwise nonaesthetic development injurious to the overall community;*
- d) *Provide a [means] to encourage full development of streets servicing the properties;*
- e) *Assures full installation of all public utilities necessary to serve such properties; and*
- f) *Is consistent with the applicable zoning, parking and landscaping, fencing, signage, street, sidewalk and public services requirements.*

SECTION 8: ENVIRONMENTAL DETERMINATION SUMMARY

The proposed façade change on an existing +45-year-old commercial building is a permitted use within the C-W Zone (CCMC §17.23.060) requiring CEQA review. The California Environmental Quality Act (CEQA) requires government agencies to consider the environmental consequences of their actions before approving plans and policies or committing to a course of action on a project.

This process is intended to: (1) inform government decision makers and the public about the potential environmental effects of proposed activities; (2) identify the ways that environmental damage can be avoided or significantly reduced; (3) prevent significant, avoidable environmental damage by requiring changes in projects, either by the adoption of alternatives or imposition of mitigation measures; and (4) disclose to the public why a project was approved if that project has significant environmental impacts that cannot be mitigated to a less than significant level.

8.1. Project: A "project" is defined by CEQA as a "whole action" subject to a public agency's discretionary funding or approval that has the potential to either (1) cause a direct physical change in the environment or (2) cause a reasonably foreseeable indirect physical change in the environment. "Projects" include discretionary activity by a public agency, a private activity that receives any public funding, or activities that involve the public agency's issuance of a discretionary approval and is not statutorily or categorically exempt from CEQA. (Pub. Res. Code § 21065.)

8.2. Exemption: There are CEQA exemptions (including categorical exemptions) that are created through the regulatory process and are found in CEQA Guidelines §§ 15300-15333. The proposed façade change on an existing +45-year-old commercial

building is recommended by staff to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the following sections of the CEQA Guidelines:

Class 1 § 15301(a). Existing Facilities consists of the proposed project:

1. Interior or exterior alterations:

The proposed project proposes exterior alteration to the existing 80-foot-long façade facing Third Street.

Class 32 § 15332. In-Fill Development Projects, consists of the proposed project:

1. Is consistent with the applicable general plan designation, policies, and zoning designation and regulations:

The proposed project (with Minor Architectural Review) is consistent with the Crescent City General Plan’s Visitor and Local Commercial (VLC) land use designation and is consistent with the Crescent City’s Waterfront Commercial District (C-W) Zoning Code;

2. Development occurs within city limits on a project site (<5 acres) substantially surrounded by urban uses:

The project site is located in the City of Crescent City, is approximately 0.26 acres, and is located on and adjacent to existing commercial uses;

3. Site has no value, as habitat for endangered, rare, or threatened species:

The project will be located on a site that has had past disturbances, is already developed and is surrounded by paved surfaces and contains no habitat for rare, threatened, or endangered species;

4. Approval would not result in any significant effects relating to traffic, noise, air quality, or water quality:

The project proposes commercial-only use surrounded by existing developed commercial area that already services commercial uses and has a limited potential to result in significant traffic, noise, air quality, or water quality impacts;

5. Site can be adequately served by all required utilities and public services:

The site is surrounded by and is already adequately served by utilities and public services.

8.3. Exceptions: No exceptions apply to the proposed project in that (1) there is NO reasonable possibility of a significant effect on the environment due to unusual circumstances; (2) NO significant cumulative impacts from projects of the same type will result; or (3) the project will NOT have impacts on a uniquely sensitive environment (CEQA Guidelines § 15300.2.).

A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource (Cal. Code Regs. Tit. 14, § 15300.2(f)). If the structure has lost its historic integrity (Section 6.4) then the exception doesn’t apply. If the structure has not lost its historic integrity, then the exception applies and a Categorical Exemption cannot be used. A CEQA Initial Study would need to be prepared to determine the required CEQA document to be prepared and approval of the project cannot occur until the CEQA process is completed.

8.4. Notice: A Notice of Exemption (NOE) will be filed at the County Courthouse and the State Clearing House upon project approval (Pub. Res. Code § 21167(d) & Guidelines § 15062(d)).

8.5. REQUIRED FINDING BY THE COMMISSION:

The Planning Commission finds that the proposed project is determined to be categorically exempt from the California Environmental Quality Act (CEQA) under Class 1 § 15301 (Existing Facilities) and 32 § 15332 (In-fill Development) of the CEQA Guidelines, in that the proposed project:

- a) *Proposes a façade change to an existing commercial use/structure.*
- b) *Is consistent with the Crescent City General Plan’s VLC (Visitor and Local Commercial) land use designation and is consistent with the Crescent City’s C-W (Waterfront Commercial District) Zoning Code;*
- c) *Is located in the City of Crescent City, is approximately 0.26 acres, and is located on and adjacent to existing commercial uses;*
- d) *Is located on a site which has had past disturbances, contains existing development, and is surrounded by paved surfaces containing no habitat for rare, threatened, or endangered species;*
- e) *Is within a developed commercial area that already services commercial use and has a limited potential to result in significant traffic, noise, air quality, or water quality impacts;*
- f) *Is surrounded by and is already adequately served by utilities and public services; and*
- g) *No exceptions apply (CEQA Guidelines § 15300.2).*

SECTION 9: INTER-DEPARTMENTAL PLANNING REFERRALS

The proposed façade change on an existing +45-year-old commercial building requires a Minor Architectural Review within the C-W Zone (CCMC §17.23.060). The Community Development Department (Planning & Zoning) has reviewed the submitted application and prepared referrals for interdepartmental review. The Inter-Departmental Planning Referrals were provided (on 06/22/26) for other City departments, which included the following comments/conditions:

9.1. Police Department: Approved with no comments (06/22/26).

9.2. Fire and Rescue: Approved with comments (06/23/26):
“Project will conform to applicable California codes, including 2025 California Building Code and 2025 California Fire Code. No other comments at this time.”

9.3. Building Department: Approved with comments (6/24/2026):
“Building Department supports these efforts in redefining the property back into a stylish retail space, matching the original intent of the building. Formal approvals will be determined by reviews of the submitted plans for the building structural plan sets.”

Project shall conform to all applicable local municipal code, 2025 California Building Code and 2024 International Building Code.”

9.4. Public Works Department: Approved with comments (6/24/2026):
“Public Works supports these efforts in redefining the property back into a stylish retail space, matching the original intent of the building. PWs formal approvals will be determined by reviews of the submitted plans for both ROW impacts and the building structural plan sets.”

9.5. Community Development Department: None

Additionally, City staff have worked closely with the applicant/developer through various correspondence.

9.5. REQUIRED FINDING BY THE COMMISSION:

The proposed project is to be subject to the Conditions of Approval found in Attachment B (AR26-07 Conditions of Approval).

SECTION 10: PLANNING COMMISSION ACTION OPTIONS

The proposed façade change on an existing +45-year-old commercial building requires an Architectural Review within the C-W Zone (CCMC § 17.23.060) has been scheduled for a public hearing to determine whether the proposed Minor Architectural Review (Application AR26-06) (See Attachment A) shall be approved or denied (CCMC § 17.54.030):

10.1. ACTION TO APPROVE. Making all the required findings.

- **Recommended Motion: “I move to adopt Resolution No. PC2026-12, A Resolution of the Planning Commission of the City of Crescent City Approving Troy Duncan’s (Battery Point Group) minor Architectural Review (Application AR26-07) for a proposed façade change on a +45-year-old existing commercial building.”**
- Planning staff will send the applicant an approval letter after the 10-day appeal period (CCMC § 17.46.050), along with the resolution, as adopted by the Planning Commission during the public hearing. The applicant would be granted approval on requested façade change on an existing commercial building. Approved plans, together with such conditions, shall be signed, dated, and mailed to the applicant (CCMC § 17.46.040(C)). The planning commission secretary shall place one copy of the approved plans in the files of the planning commission (CCMC § 17.46.040(C)).

10.2. ACTION TO DENY. Denying one, or more, of the required findings.

- **Motion Example: “I move to deny the Minor Architectural Review (Application AR26-07) due to the requirements not being fully satisfied, specifically regarding _____.”**
- Planning staff will send the applicant a denial letter stating why the application was denied. The applicant would not be allowed the requested façade change on an existing commercial building.

10.3. DELAY ACTION BY REQUESTING ADDITIONAL INFORMATION. Requiring additional information to make the necessary findings.

- **Motion Example: “I move to request additional information regarding _____ be brought back to the August 13, 2026, (or time certain, Special) Planning Commission meeting for consideration.”**
- Planning staff will follow up with the applicant requesting any additional information, which will continue this item on the next scheduled Planning Commission meeting agenda (CCMC § 17.46.050) scheduled for Thursday, August 13, 2026, or a specific alternative Special Planning Commission meeting.

SECTION 11: STAFF RECOMMENDATION

1. (Chair) “Agenized Item #2: A Public Hearing to consider a minor Architectural Review (Application AR26-07) for Troy Duncan’s (Battery Point Group) proposed façade change on an +45-year-old existing commercial building located at 983 3rd Street (APN 118-070-012).”
2. (Chair) “I will open the Public Hearing.”
3. (Chair) “We will now receive the Presentation on the Staff Report from Planner Lawton.”
4. (Chair) “Does any Commissioners have any clarifying questions for staff?”
 - a. (Chair) “Does the Applicant wish to address the Planning Commission?”
5. (Chair) “I will Open Public Comment, which we will receive at podium.”
 - a. “We request that (1) you state your name and residency, (2) subject to a three-minute comment be directed to the Planning Commission for consideration, and (3) please state if you are for-or-against the proposed project.”
 - b. (Chair) “Any clarifying questions?”
6. (Chair) “I will Close Public Comment.”
7. (Chair) “Is there any discussion on this item from the Commissioners?”
8. (Chair) “I believe a motion would be in order.”
 - a. **(Commissioner) “I move to adopt Resolution No. PC2026-12, A Resolution of the Planning Commission of the City of Crescent City to Approving Troy Duncan’s (Battery Point Group) minor Architectural Review (Application AR26-07) for a proposed façade change on a +45-year-old existing commercial building.”**
 - b. *Note: Any changes should be included in the motion.*
9. (Chair) “A motion has been made by Commissioner _____. Is there a second?”
10. (Chair) “It was seconded by Commissioner _____.”
11. (Chair) “A motion was made and seconded to: **Adopt Resolution No. PC2026-12, A Resolution of the Planning Commission of the City of Crescent City Approving Troy Duncan’s (Battery Point Group) minor Architectural Review (Application AR26-07) for a proposed façade change on a +45-year-old existing commercial building.**”
 - a. *Note: Any changes should be included in the motion.*
12. (Chair) “Is there any additional discussion from the Commissioners on the motion?”
13. (Chair) “Seeing as there is no further discussion, it is time for a vote on the motion, Specialist Welton, can you poll the vote?”
14. (Chair) “The motion passes (*or fails*) by a vote of ____-to-____.” (*Example 5-0*)

----- END OF REPORT -----

Print

CITY OF CRESCENT CITY Development Permit Application

Return completed application to:
Planning Department
377 J Street
Crescent City, CA 95531
(707) 464-9506 (707) 465-4405 fax

TYPE OR PRINT CLEARLY

Applicant <i>RESIDENT</i> BATTERY POINT 6104	Street Address 983 3RD ST	City CC	Zip Code 95531	Day Phone 707-218-6400
Representative (if any) TROY DUMICA	Street Address 300 S TAMALpais	City CC	Zip Code 95531	Day Phone 514112
Property Owner BATTERY POINT 6104	Street Address 1225 MARSHALL ST #202	City CC	Zip Code 95531	Day Phone 514112
Correspondence to be sent to <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Representative <input type="checkbox"/> Owner				

Project Address 983 3RD ST	Assessor's Parcel No.
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Description of proposed project (attach sheets if necessary)
RESIDE FRONT, ADD WINDOWS & DOORS

Existing Land Use Commercial	Adjacent Uses Commercial	Building Coverage 5,100 sq.ft. existing
Project Acreage 1/4 Acre	Project Height 20'	Building Coverage _____ sq.ft. proposed
Parking (number of spaces)	Paved Area ALL	Grading Required? NO (if yes, attach preliminary grading plan)
Diking, dredging, or filling of open coastal water, wetlands or riparian/drainage areas. (Attach biological report and preliminary grading plans.)		
Land Division or Boundary Adjustment. (Include tentative map with existing property lines, proposed lots, lot sizes, dimensions, access, physical features and proposed improvements, utilities, etc.)		

Applicant/Representative: I have reviewed this application and the attached material. The provided information is accurate.	Property Owner/Authorized Agent: I have read this application and consent to its filing
Signed <u>Troy Dumica</u> Date <u>6-25-26</u>	Signed <u>Troy Dumica</u> Date <u>6-25-26</u>

TYPE OF APPLICATION	<input checked="" type="checkbox"/> Architectural Review <input type="checkbox"/> CEQA Review <input type="checkbox"/> Coastal Development Permit <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> Home Occupation	<input type="checkbox"/> Lot Line Adjustment/Parcel Merger <input type="checkbox"/> Municipal Code Amendment/Rezone <input type="checkbox"/> ROW or Street Abandonment <input type="checkbox"/> Special Review <input type="checkbox"/> Subdivision/Minor	<input type="checkbox"/> Subdivision/Major <input type="checkbox"/> Use Permit - Standard <input type="checkbox"/> Use Permit - Cannabis <input type="checkbox"/> Variance or Waiver <input type="checkbox"/> Other
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REQUIRED SUPPLEMENTAL	<input type="checkbox"/> Application Form <input type="checkbox"/> Application Fee <input type="checkbox"/> Supplemental Application Forms (variance, etc.) <input type="checkbox"/> Project property deed(s) <input type="checkbox"/> Proof of applicant's legal interest in the property (escrow, etc.) <input type="checkbox"/> Commercial Cannabis Use Permit Application Checklist	Project plans: * <input checked="" type="checkbox"/> Project site plans (buildings, parking, etc.) <input checked="" type="checkbox"/> Building floor plans and elevations <input checked="" type="checkbox"/> Preliminary grading/drainage plans <input checked="" type="checkbox"/> Landscaping/irrigation plans/dumpster <input checked="" type="checkbox"/> Sign plans/elevations <input checked="" type="checkbox"/> Color/materials samples <input type="checkbox"/> Subdivision/lot line adjustment map <input checked="" type="checkbox"/> Written Project Description <input type="checkbox"/> Preliminary Title Report <input type="checkbox"/> Special Project Justification/per code
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***Project Plans: For Subdivision one set of full-size plans and/or one set not to exceed 11" by 18" in size are to be provided. Specific information may be required for plans – ask staff for additional information.**

OFFICIAL USE ONLY	Application Number(s)	Filing Fees	Date Filed	Receipt #	
	Date Application Completed	Zoning	General Plan (LUP)		
	CEQA: Exempt _____ Negative Declaration _____ Mitigated Negative Declaration _____ Environmental Impact Report _____				
	Review By Planning Commission _____ City Council _____ Architectural Review _____ Planning/Public Works _____				
	Public Hearing _____ Office Hearing _____ Appealable to Coastal Commission? _____				
	Other Notes:	Approved:			

MAKE CHECKS PAYABLE TO CITY OF CRESCENT CITY



983 3rd Street – Easterly 40 feet. Door and window as shown. Hardy siding with battens.

There will be (2) designs for the remaining 40 feet of frontage – (2) 20' frontages.

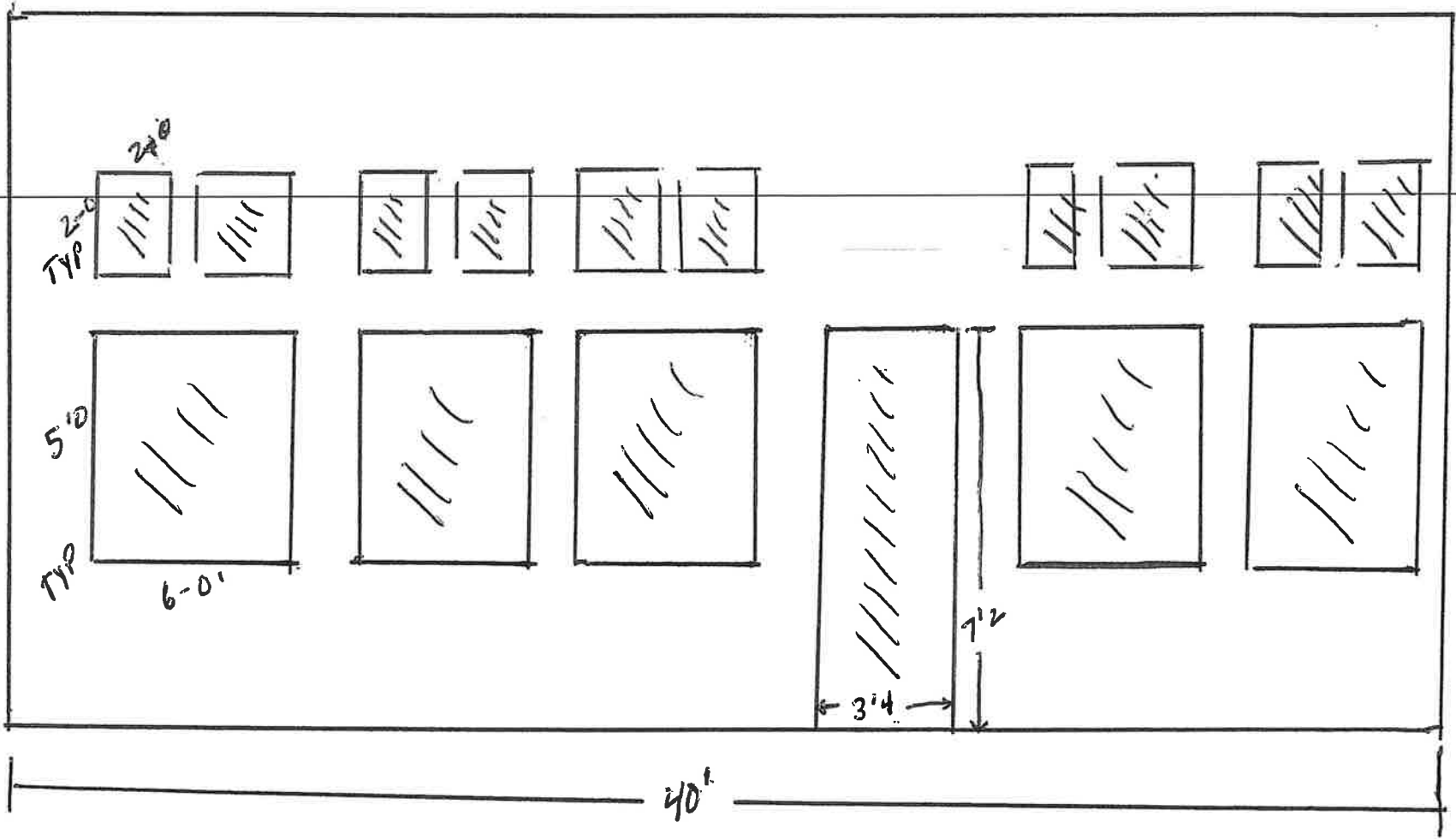
The idea is each store will look like an individual store with different finishes. The next will be rectangular rounded top windows with Hardy shingle siding.





Phase #1 JOHNSTONS STORE

← EAST



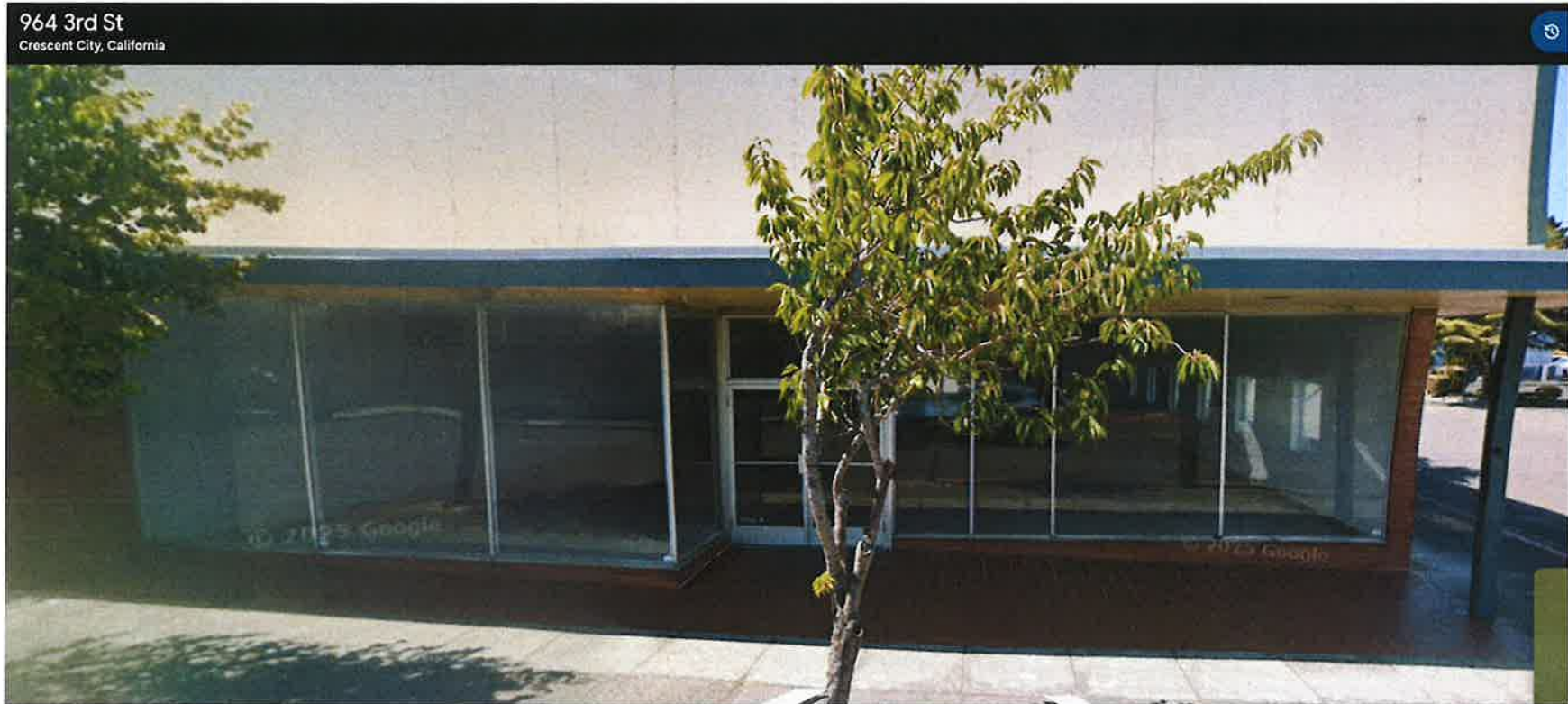
30' ST

Existing elevation view



Historically it was all windows. Previous owner blocked off wall for larger office layout, eliminating retail store fronts.

This property still has old store front style.



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DRAFT CONDITIONS OF APPROVAL
Minor Architectural Review – Application AR26-07

On July 9, 2026, the City of Crescent City’s Planning Commission held a Public Hearing in which they voted to **APPROVE** (by adopting Resolution PC2026-12) Troy Duncan’s (Battery Point Group) Minor Architectural Review (Application AR26-07) for a proposed façade change on an +45-year-old existing commercial building within the C-W zone (Waterfront Commercial District) located at 983 3rd Street (APN 118-070-012), subject to the following conditions:

1. **Zoning.** The applicant shall be required to maintain compliance with all requirements of the City’s Municipal Code including, but not limited to, Chapter 17.22 (Waterfront Commercial District).
2. **Site Plan & Architectural Design.** The approved project shall be constructed according to the approved site plan & architectural design (AR26-07) dated 06/22/26 or as modified by the Planning Commission.
 - a. **Expiration.** A site plan or architectural design approval shall lapse and shall become void one year following the date on which approval by the committee, planning commission or city council became effective unless prior to the expiration of one year a building permit is issued by the building official, and the construction is commenced and diligently pursued toward completion on the site or structures which were the subject of the site plan or architectural design approval (CCMC §17.46.090(A)).
 - b. **Extension.** Approval may be extended for an additional period for periods of one year upon written application to the planning commission before expiration of the first approval (CCMC §17.46.090(B)).
 - c. **Transfer.** A site plan or architectural design approved pursuant to the provisions of chapter 17.46 shall run with the land and shall continue to be valid upon the change of ownership of the site which was the subject of the site plan or architectural design approval, subject to the provisions of Section 17.46.090 (CCMC §17.46.100).
 - d. **Revisions.** Any minor deviations from approved plans may be approved by the Director of the Community Development Department.
3. **Landscaping.** Property owners or occupants shall maintain landscaping to be free from physical damage or injury arising from lack of water, chemical damage, insects, and diseases (CCMC §17.43.020(G)). Any plantings proposed in the City’s right-of-way requires Public Works approval through the encroachment

permit process.

- a. **Replacement.** The property owner shall immediately replace any plant material that dies, deteriorates, or is damaged by the causes listed above (CCMC §17.43.020(G)).
 - b. **Appearance.** Planting areas shall be kept free from weeds, debris, and undesirable materials which may be detrimental to safety, drainage, or appearance (CCMC §17.43.040(C)).
 - c. **Maintenance.** Trees, shrubs, hedges, and other plant materials shall be maintained so as not to create sight hazard as determined by the Director of Public Works (CCMC §17.43.040(D)).
4. **Signage** The proposed project does not include any proposed signage. Any future signage will be subject to sign permit approval.
 5. **Departments.** The applicant shall comply with permit requirements of the City of Crescent City's Public Works Department, Police Department, Fire & Rescue, Finance Department, and Community Development Department, as applicable.
 6. **Building Department.** The applicant shall comply with permit requirements of the City of Crescent City's Building Department.
 - a. **Building Permit.** Before a building permit shall be issued for any building or structure proposed as part of an approved site plan or architectural design, the building official shall determine that the proposed building location facilities and improvements are in conformity with the plans and conditions approved by the Planning Commission (CCMC §17.46.080(A)).
 - b. **Issuance.** The Building Permit shall not be issued until the effective date of this notice, shown below.
 - c. **Certificate of Occupancy.** Before a building may be occupied the building official shall certify that the site or structure has been developed in conformity with the plans and conditions approved in this chapter (CCMC §17.46.080(B)).



DRAFT RESOLUTION NO. PC2026-12

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CRESCENT CITY APPROVING TROY DUNCAN'S (BATTERY POINT GROUP) MINOR ARCHITECTURAL REVIEW (APPLICATION AR26-07) FOR A PROPOSED FAÇADE CHANGE ON AN +45-YEAR-OLD EXISTING COMMERCIAL BUILDING

WHEREAS, Troy Duncan (Battery Point Group) submitted a Minor Architectural Review (Application AR26-07) for a proposed façade change on an existing +45-year-old commercial building within the C-W zone (Waterfront Commercial District) located at 983 3rd Street, Crescent City, CA 95531 (APN 118-070-012);

WHEREAS, the Planning Commission has considered this proposed project on this date at a duly noticed public hearing, staff report, and public testimony;

WHEREAS, the Planning Commission finds that the proposed project is consistent with the Crescent City General Plan's VLC (Visitor & Local Commercial) land use designation, in that the proposed project:

- a) *Is categorized as principally permitted "commercial activities such as regional shopping and service centers including wholesale "club" stores and factory outlets; a full range of retail uses including apparel stores, specialty shops..." within the VLC*
- b) *Provides "for a combination of commercial uses including visitor-serving commercial uses, local-serving commercial uses, and regional-serving commercial uses" within the VLC; and*
- c) *Is supported by the General Plan goals (1.A, 1.B, 1.D, 1.E, & 1.I) and policies (1.A.2, 1.A.3, 1.B.3, 1.B.15, 1.E.1, 1.G.1, 1.G.6, 1.J.1, 1.J.3, 1.J.4, & 1.J.5).*

WHEREAS, the Planning Commission finds that the proposed project is consistent with the Crescent City's C-W (Waterfront Commercial District) Zoning Code, in that the proposed project:

- a) *Is not located within the Coastal Zone and is not appealable to the Coastal Commission;*
- b) *Is considered principally permit under "retail trade and specialty shops" (CCMC § 17.23.020(B));*
- c) *Provides for a mixture of commercial shops and services, accommodation uses, and public services in the downtown area which is adjacent to Beachfront Park and the Crescent City harbor area which serves a mixture of tourist, seasonal and year-round residents" (CCMC § 17.23.010(A)); and*
- d) *Is subject to all zoning regulations (CCMC § 17.23.010(B)).*

MINOR ARCHITECTURAL DESIGN REVIEW (APPLICATION AR26-07)
For a façade change on an existing +45-year-old commercial building

WHEREAS, the Planning Commission finds that the proposed project is consistent with the Crescent City's Architectural Review Standards, in that the proposed project:

- a) *The structure is NOT listed on the National Historic Registry;*
- b) *The structure is NOT listed on any local historical register, list, or survey of sites of local historical significance;*
- c) *The structure, according to the California Historic Building Code (CHBC) IS a "building site, object, place, location, district or collection of structures";*
- d) *The structure has NOT been, according to the CHBC "deemed of importance to the history, architecture of culture of an area by appropriate local, state, or federal governmental jurisdiction";*
- e) *The building, according to CEQA, is NOT: 1) a resource listed in, or determined to be eligible for listing in, the California Register of Historical Resources, 2) included in a local register of historical resources adopted by a local resolution or ordinance, 3) significant pursuant to criteria set forth in Public Resources Code Section 5024.1(g), and 4) a local historic resource as defined in Public Resources Code Section 5020.1(j);*
- f) *The project is exempt from CEQA pursuant to Class 1 §15301 Existing Facilities; and no CEQA exceptions to the exemption applies.*

WHEREAS, the Planning Commission finds that the proposed site plans and designs of structures satisfy the Minor Architectural Review requirements (CCMC §§ 17.46.010 & 17.46.035). in that the structures:

- a) *Are compatible, both in harmony and in appearance with the neighborhoods;*
- b) *Reduce negative impacts on adjacent properties, reduce the unnecessary destruction of the environment and ground cover to avoid the creation of hazardous conditions and drainage problems;*
- c) *Avoid monotonous and otherwise nonaesthetic development injurious to the overall community;*
- d) *Provide a [means] to encourage full development of streets servicing the properties;*
- e) *Assures full installation of all public utilities necessary to serve such properties; and*
- f) *Is consistent with the applicable zoning, parking and landscaping, fencing, signage, street, sidewalk and public services requirements.*
- g)

WHEREAS, the Planning Commission finds that the proposed project is determined to be categorically exempt from the California Environmental Quality Act (CEQA) under Class 1 §15301 (Existing Facilities) and Class 32 § 15332 (In-fill Development) of the CEQA Guidelines, in that the proposed project:

- a) *Proposes a façade change to an existing commercial use/structure.*
- b) *Is consistent with the Crescent City General Plan's VLC (Visitor and Local Commercial) land use designation and is consistent with the Crescent City's C-W (Waterfront Commercial District) Zoning Code;*
- c) *Is located in the City of Crescent City, is approximately 0.26 acres, and is located on*

*MINOR ARCHITECTURAL DESIGN REVIEW (APPLICATION AR26-07)
For a façade change on an existing +45-year-old commercial building*

and adjacent to existing commercial uses;

- d) Is located on a site which has had past disturbances, contains existing development, and is surrounded by paved surfaces containing no habitat for rare, threatened, or endangered species;*
- e) Is within a developed commercial area that already services commercial use and has a limited potential to result in significant traffic, noise, air quality, or water quality impacts;*
- f) Is surrounded by and is already adequately served by utilities and public services; and*
- g) No exceptions apply (CEQA Guidelines § 15300.2).*

NOW THEREFORE, BE IT HEREBY RESOLVED by the Planning Commission of the City of Crescent City that Troy Duncan's (Battery Point Group) minor Architectural Review (Application AR26-07) for a proposed façade change on a +45-year-old existing commercial building at the address above is approved subject to the Conditions of Approval (Attachment B).

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of Crescent City held on this 9th day of July 2026, by the following polled vote.

AYES:
NOES:
ABSTAIN:
ABSENT:

Ray Walp, Chairperson

ATTEST:

Heather Welton, Community Development Specialist

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