



AGENDA - SPECIAL PLANNING COMMISSION MEETING

Thursday, August 20, 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: July 9, 2026

PART IV - AGENDA ITEMS:

- 1. A Public Hearing to consider a Conditional Use Permit (Application UP26-01) for Rumiano Cheese Factory's proposed expansion of use, located at 511 9th Street (APNs 118-230-044 & -045).**

Recommendation: Adopt Resolution No. PC2026-13, A Resolution of the Planning Commission of the City of Crescent City to grant Sartori Nutrition (Matt Dochterman)'s Conditional Use Permit (Application UP26-01) for a proposed expansion of use for the existing Rumiano Cheese Factory.

- 2. A Public Hearing to consider a Minor Variance Permit (Application VAR26-01) for Branden Bieber's requested reduced front and rear setbacks for a proposed single-family residential development, located at 140 Truman Court (APN 118-341-034).**

Recommendation: Adopt Resolution No. PC2026-14, A Resolution of the Planning Commission of the City of Crescent City to grant Branden Bieber's Minor Variance Permit (Application VAR26-01) for requested reduced front and rear setbacks for a proposed single-family residential development.

-OR-

Provide additional direction to staff regarding the requested variance

CITY OF CRESCENT CITY PLANNING COMMISSION
AND ARCHITECTURAL REVIEW COMMITTEE

PART V – STAFF UPDATES TO PLANNING COMMISSION

PART VI – ADJOURNMENT: to 5:30 pm Thursday, September 10, 2026

POSTED on August 17, 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@crescentcity.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



MINUTES - 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

Chair Walp called the meeting to order 5:33pm.

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

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

PART II - PUBLIC COMMENT PERIOD

The following residents addressed the commission:

Doug Dye, County resident- He provided a written public comment transcript to staff and the Commission. He said the transcript is the same thing he spoke about at Council and there will be an op-ed in the Triplicate. He also wanted to say that at the last meeting Sam Schauerma took public comment personally and he said these are the comments are not personal and he is not here to make personal attacks, just discussing procedure.

Cate Classen, City resident- Said she would like to bring to the City's attention that there are really big bright white street stripes on Pebble Beach. She said they are very wide like highway width. Her concern is that it signifies the drivers that it is open road. At night people drive really fast on Pebble Beach.

The design and striping of Pebble Beach was discussed on a Commission level.

PART III - APPROVAL OF MINUTES:

March 12, 2026 and May 14, 2026 Meeting Minutes

On a motion by Commissioner DeCossio seconded by Commissioner Martinez and carried on a 5-0 polled vote , the Crescent City Planning Commission and Architectural Review Committee approved the March 12, 2026 and May 14, 2026 meeting minutes as presented with a change in the March 12, 2026 minutes where Vice Chair Decossio was

CITY OF CRESCENT CITY PLANNING COMMISSION
AND ARCHITECTURAL REVIEW COMMITTEE

quoted on page two, change it from two parking spaces per unit to two parking spaces for the entire units together.

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.**

Ethan Lawton gave a presentation. He showed a rendering of the digital LED sign. He went over the process to get the signed approved, as the Planning Commission review is only the beginning step as it will need to go to Council as well. The ordinance amendment is exempt from CEQA.

The lighted signs times of operation was discussed on a commission level.

Lits were discussed on a commission level.

The following residents addressed the commission:

Cate Classen, City resident- She asked to look at the wattage and said please be sensitive with it, as it is in residential.

On a motion by Commissioner Martinez seconded by Vice Chair Decossio and carried on a 5-0 polled vote, the Crescent City Planning Commission and Architectural Review Committee adopted 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 with section E struck.

- 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).**

Commissioner Martinez recused himself due to conflict of interest and left the room.

Planner Lawton gave a brief presentation. He said this is for façade change for a commercial building that is over 45 years old. He showed a map of the area that the public hearing notice was sent to. He showed pictures of the proposed façade. He spoke about the Downtown plans that happened this week. He went over the minor architectural review.

The façade was discussed on a Commission level.

The following resident addressed the commission:

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AND ARCHITECTURAL REVIEW COMMITTEE

Cate Classen, City resident- Said both photos are lovely. She feels the cape cod shingles fit really well with everything. The second rendering reflects those.

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. PC2026-12, 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

Planner Lawton- spoke about the next Planning Commission meeting, he said there are two permits in the works, one for Rumianos Cheese and the second item is a variance permit for a single family residence at 140 Truman Court.

City Manager Wier- said there are a lot of construction projects going on. Its exciting to see it come to reality. He said the Downtown Specific Plan have been having some really good meetings this week with some planned for the future.

Director Yeager- Spoke about the Front Street project that has begun. He said it involves the front of the cultural center and Tolowa Cultural Trail.

The Amphitheatre was discussed on a Commission level.

Funding was discussed on a Commission level.

Sewer smoke tests were discussed on a commission level.

PART VI – ADJOURNMENT:

There being no further business to come before the Commission, Chair Walp adjourned the meeting at 6:31 p.m. to the regular meeting of the City of Crescent City Planning Commission and Architectural Review Committee scheduled for Thursday August 13th, 2026 at 5:30 p.m.

ATTEST:

Heather Welton, Community Development Specialist

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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

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, August 20, 2026
SUBJECT: A Public Hearing to consider a Minor Conditional Use Permit (Application UP26-01) for Rumiano Cheese Factory's proposed expansion of use, located at 511 9th Street (APNs 118-230-044 & -045)

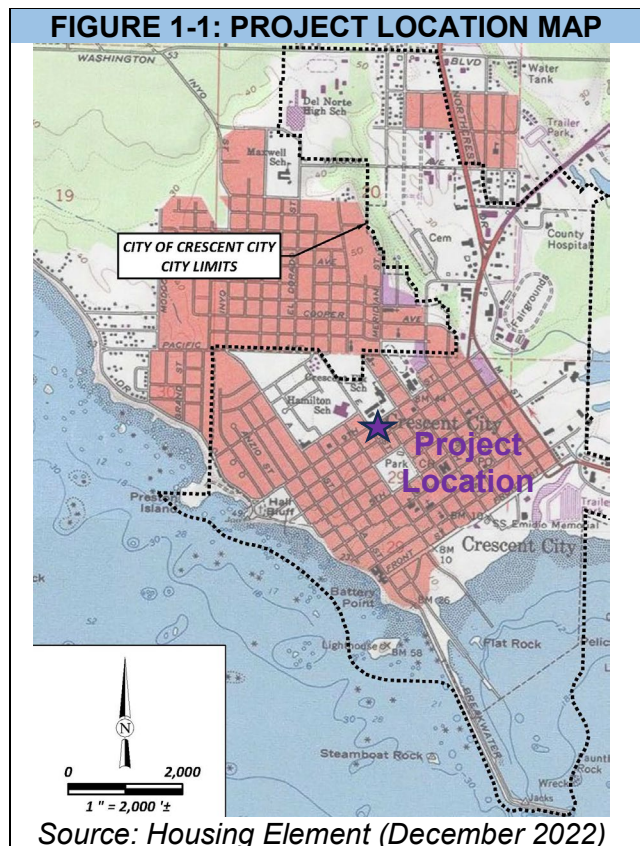
SECTION 1: EXECUTIVE SUMMARY

Sartori Nutrition (Matt Dochterman) has submitted a Minor Conditional Use Permit (Application UP26-01) for an expansion of use for the Rumiano Cheese Factory located within the C-1 zone (Downtown Business District) at 511 9th Street (APNs 118-230-044 & -045).

STAFF RECOMMENDS: "Motion to adopt Resolution No. PC2026-13, A Resolution of the Planning Commission of the City of Crescent City to grant Sartori Nutrition (Matt Dochterman)'s Minor Conditional Use Permit (Application UP26-01) for a proposed expansion of use for the existing Rumiano Cheese Factory."

ATTACHMENTS:

- A) UP26-01 Application
- B) UP26-01 Conditions of Approval
- C) Resolution No. PC2026-13

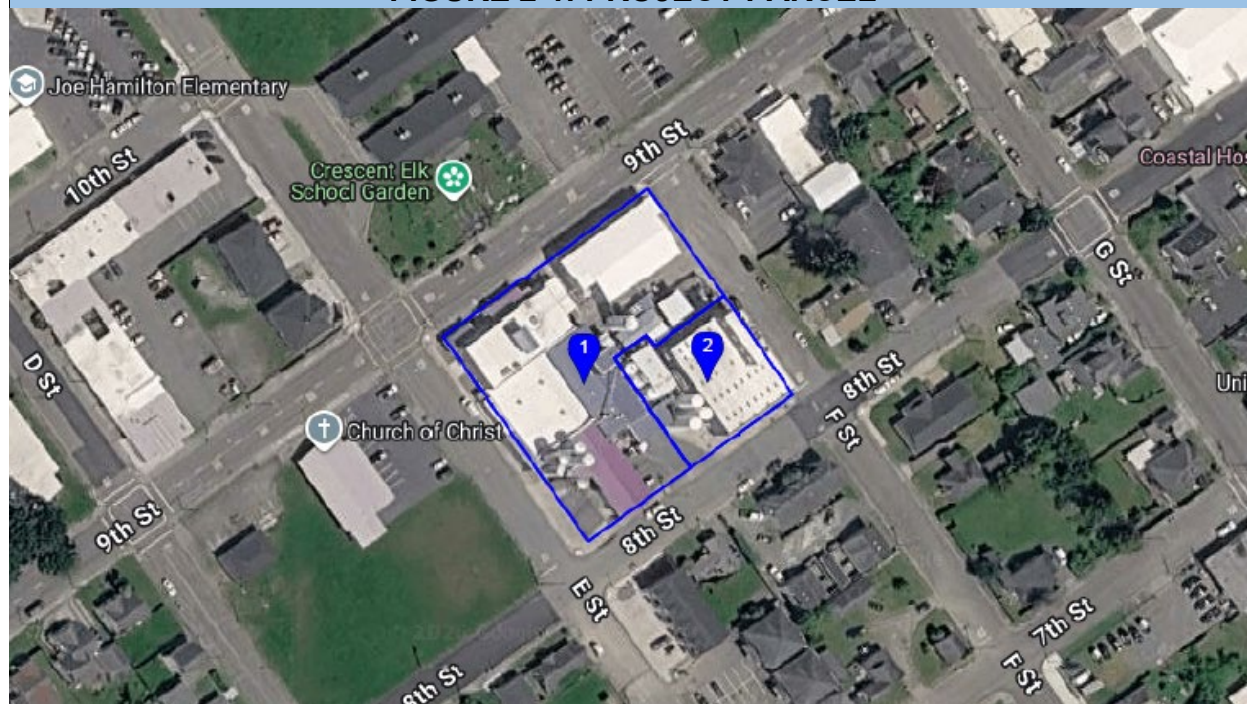


SECTION 2: BACKGROUND INFORMATION

The existing parcel consists of existing commercial structures facilitated by Rumiano Cheese Factory.

ADDRESS:	APN:	PARCEL SIZE:	PROJECT SIZE:
511 9 th Street Crescent City, CA 95531	118-230-044-000 118-230-045-000	+/- 1.33 acres +/- 57,912 sf	1.33 acres 57,912 sf

FIGURE 2-1: PROJECT PARCEL

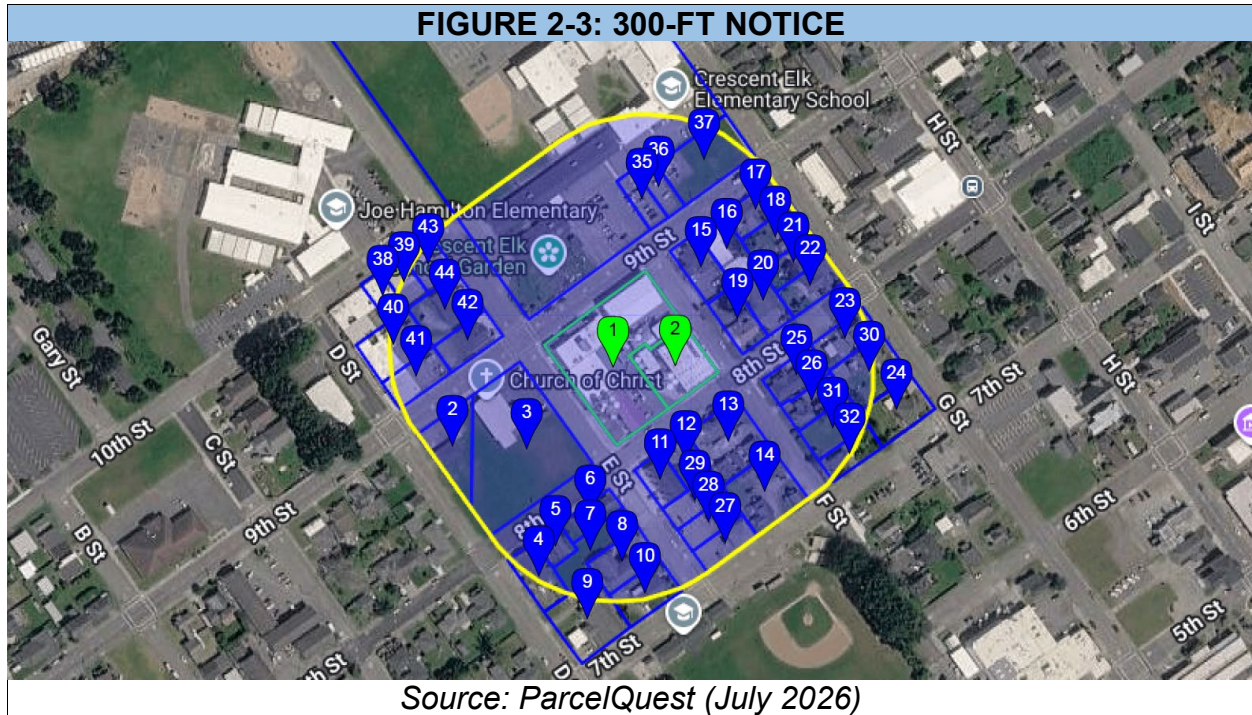


Source: Parcel Quest (July 2026)

The proposed project is located within the Commercial Business-Professional (B-P) General Plan land use designation and within the Downtown Business District (C-1) zoning designation (See Section 4: General Plan Consistency and Section 5: Zoning Consistency).

2.1. APPLICATION:

Sartori Nutrition (Matt Dochterman) has submitted a Minor Conditional Use Permit (Application UP26-01) for expansion of use for the Rumiano Cheese Factory located within the C-1 zone (Downtown Business District) at 511 9th Street (APNs 118-230-044 & -045).



2.1. NOTICE OF PUBLIC HEARING:

A Notice of Public Hearing was submitted to the Del Norte Triuplicate newspaper (on 08/04/26) to be published (on 08/06/26) in print/online circulation and provided to the Commissioners (on 08/04/26). A similar Notice of Public Hearing was mailed (on 08/06/26) 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 (08/06/26) on the City's website (<https://www.crescentcity.org/PublicNotices>).

2.2. 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 proposed expansion of use for the Rumiano Cheese Factory within an existing structure, with no proposed alterations to the square footage or height of the existing structure. Below describes the existing operations and the proposed changes/increase by the applicant (See ATT. A: UP26-01 Application):

Manufacturing Facility Operations Overview

Milk is delivered by tanker trucks and unloaded into refrigerated storage tanks. Manufacturing operations include pasteurization, culturing, coagulation, curd handling, pressing, packaging, cream processing, cold storage, and shipment of 40# cheese blocks and salted and unsalted butter in bulk and retail sizes. In addition, the facility processes whey into lactose and whey protein concentrate powders. The powders are stored in a dry environment and shipped in 25 kg bags throughout the US. Staffing will include production, maintenance, quality assurance, warehouse, and administrative personnel.

Operations Details

The plant produces products Monday -Friday and operates an occasional Saturday to accommodate team member holiday scheduling:

- Milk receiving hours 5:00 AM - 7:00 PM Sunday - Saturday (365 days)
- Shipping and receiving hours 7:00 AM - 5:00 PM Monday - Friday
 - **Proposed increase to Sunday - Saturday (350 days)**
- Production hours
 - Plant production startup 12:00 AM - 1:00 AM
 - Sanitation complete 10:00 PM – 11:00 PM
 - **Proposed change to 11:00 PM - 12:00 AM**

Traffic and Site Access

Truck traffic consists primarily of milk deliveries, outbound product shipments, and deliveries of packaging materials and operating supplies. The majority of traffic occurs during the five-day production schedule, with limited activity on weekends. All truck maneuvering, loading, unloading, and team member parking occur in designated areas.

Traffic and Site Access Details

- Milk deliveries 6-8 tankers per day 365 days annually
 - **Proposed increase to 14 -16 tankers milk deliveries per day 365 days annually**
- Inbound deliveries 1-2 semi-trailers per day (Monday- Friday)
 - **Proposed increase to 2 -4 semi-trailers inbound deliveries per day (Monday -Friday)**
- Outbound shipments
 - Powders (non-refrigerated) 1-2 per day (Monday- Friday)
 - **Proposed increase to 2 - 3 powders (non-refrigerated) per day (Monday- Friday)**
 - Cheese and Butter (refrigerated) 2 per day (Monday- Friday)

- **Proposed increase to 2 - 3 cheese and butter (refrigerated) per day (Sunday - Saturday)**

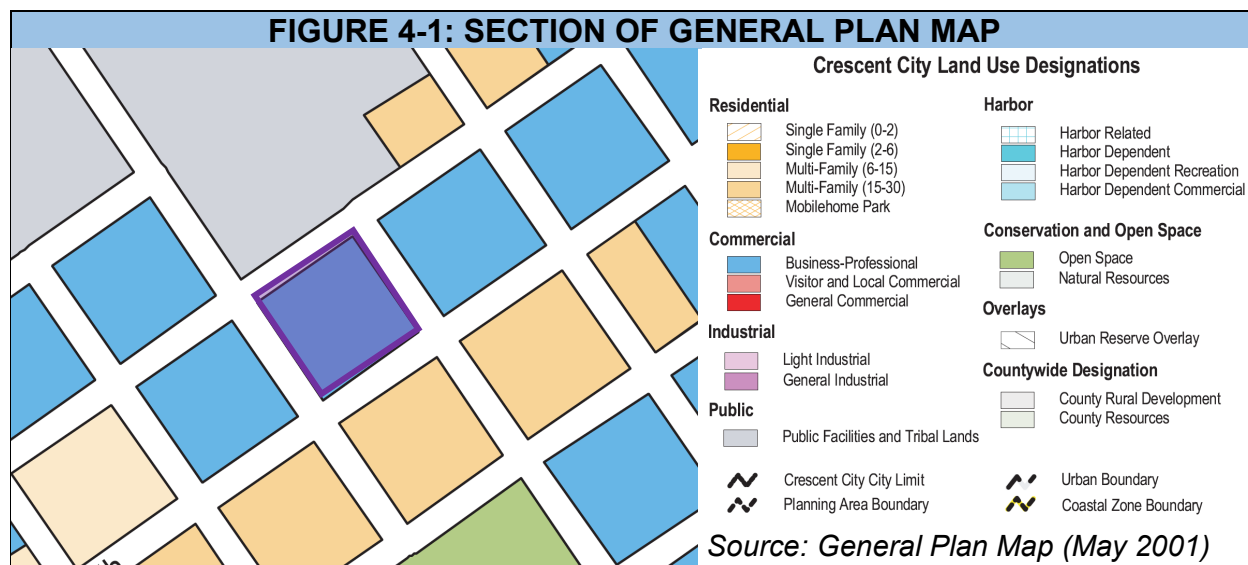
The proposed expansion of use for the Rumiano Cheese Factory requires a Minor Conditional Use Permit within the C-1 Zone (CCMC §17.20.025(I)). This Item is further discussed under Section 6: Conditional Use Permit Review.

3.1. REQUIRED FINDINGS BY THE COMMISSION:

Sartori Nutrition (Matt Dochterman) has submitted a Minor Conditional Use Permit (Application UP26-01) for expansion of use for the Rumiano Cheese Factory located within the C-1 zone (Downtown Business District) at 511 9th Street (APNs 118-230-044 & -045).

SECTION 4: GENERAL PLAN CONSISTENCY

The proposed expansion of use for the Rumiano Cheese Factory is located within the Commercial Business-Professional (B-P) General Plan land use designation (See Figure 4-1: Section of General Plan Map).



4.1. General Plan Land Use Designation:

The B-P General Plan land use designation permits “*specialty food production and sales*” as “*specific uses permitted under this designation*” (See Section 5: Zoning Consistency) as the intended uses “*provides for a strong business/government/professional core in downtown Crescent City.*”

The expansion of use for the Rumiano Cheese Factory, which is a use consistent with the B-P and is similar 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	Commercial Business-Professional (B-P)	Rumiano Cheese Factory
North	Public Facility (PF)	Crescent Elk Elementary School
South	Residential Multi-Family 6-15 dwelling units per acre (MF 6-15)	Single & Multi-Family Residential
East	Commercial Business-Professional (B-P)	Rumiano Office, Crescent Cabinets, Single & Multi-Family Residential
West	Commercial Business-Professional (B-P)	Church of Christ

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.”*
- Goal 1.G** – *“To designate adequate commercial land for and promote development of commercial uses compatible with surrounding land uses to meet the present and future needs of Crescent City residents, the regional community, and visitors and to maintain vitality.”*
- Goal 1.H** – *“To designate adequate land for and promote development of industrial uses to meet the present and future needs of Crescent City residents for jobs and to maintain economic viability.”*
- 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.”*

4.3. REQUIRED FINDING BY THE COMMISSION:

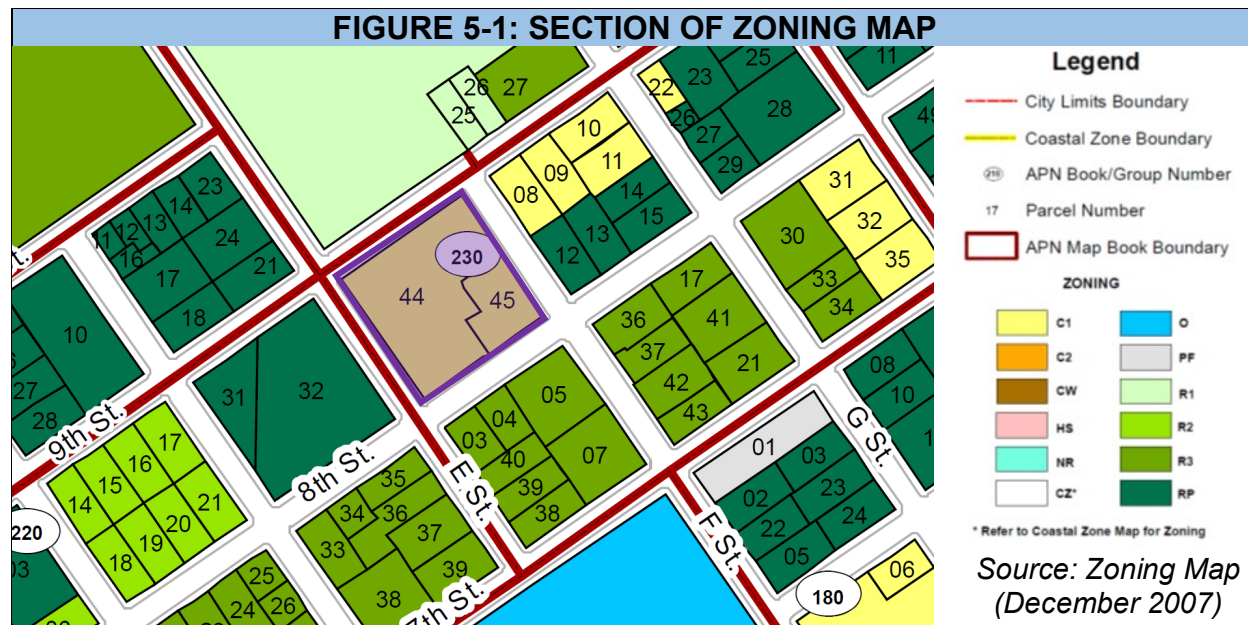
The Planning Commission finds that the proposed project is consistent with the Crescent City General Plan’s Commercial Business-Professional (B-P) land use designation, in that the proposed project:

- a) *Is categorized as “specialty food production and sales” within the B-P;*
- b) *Provides “for a strong business/government/professional core in downtown Crescent City” within the B-P; and*
- c) *Is supported by the General Plan goals (1.A, 1.G, 1.H, & 1.I) and policy (1.A.2).*

SECTION 5: ZONING CONSISTENCY

The proposed expansion of use for the Rumiano Cheese Factory is located within an existing structure within the Downtown Business District (C-1) 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-1 Zoning District permits “Food product processing which includes on-site retail sales or light manufacturing which includes on-site retail sales and does not result in exterior air, noise, dust, odor, vibration or glare impacts, and where no animals are kept or stored on-site, such as a cheese factory” (CCMC § 17.20.025(I)) with a conditional use permit as the purpose is to “provide for a vibrant business, government, and professional core in the downtown area” (CCMC § 17.20.010(A)). This Item is further discussed under Section 6: Conditional Use Permit Review.

5.3. ZONING: The expansion of use for the Rumiano Cheese Factory is a use consistent with the C-1 Zoning District (with approval of the CUP) and is similar to some of the surrounding uses (See Table 5-1: Comparison of surrounding Properties).

TABLE 5-1: COMPARISON OF SURROUNDING PROPERTIES		
Vicinity	Zoning District	Current Use
Project Property	Downtown Business (C-1)	Rumiano Cheese Factory
North	Low-Density Residential (R-1)	Crescent Elk Elementary School

South	High-Density Residential (R-3)	Single & Multi-Family Residential
East	Downtown Business (C-1) & Residential-Professional (R-P)	Rumiano Office, Crescent Cabinets, Single & Multi-Family Residential
West	Residential-Professional (R-P)	Church of Christ

DEVELOPMENT STANDARDS & PROPOSED PROJECT:

The following items include a summary analysis of the Minor Conditional Use Permit Application submittal (See Attachment A: UP26-01 Application) and the C-1 (Downtown Commercial District) Zoning Development Standards (CCMC § 17.20), which is further analyzed under Section 6: Minor Conditional Use Permit Review below:

5.4. Conditional Use Permit: *“Food product processing which includes on-site retail sales or light manufacturing which includes on-site retail sales and does not result in exterior air, noise, dust, odor, vibration or glare impacts, and where no animals are kept or stored on-site, such as a cheese factory” (CCMC § 17.20.025(I)) with a conditional use permit”* (See Section 6: Minor Conditional Use Permit Review).

5.5. Height and Area Regulations: All permitted uses within the C-1 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	17.20.040(A)(1)	40-ft	No change
Front Yard	17.20.040(B)(1)	00-ft	No change
[Exterior] Side Yard	17.20.040(B)(2)(b)	00-ft	No change
[Interior] Side Yard	17.20.040(B)(2)(a)	00-ft	No change
Rear Yard	17.20.040(B)(3)	10-ft	No change
Lot Area	17.20.040	None	No change
Lot Coverage	17.20.040	85%	No change

5.6. Parking, Fencing, and Signs: All permitted uses within the C-1 Zoning District are subject to the general requirements regarding Parking (CCMC § 17.20.060(A)), Fencing (CCMC § 17.20.060(B)), and Signs (CCMC § 17.20.060(B)). The proposed project site is entirely built out and has no off-street parking. However, there are several off-street loading zones). No signs or fencing are proposed. Any future fencing or signage will be subject to a separate permit.

5.7. Site Plan: The proposed project does not require a Site Plan & Architectural Design Review as primary use with no changes to the building footprint or height.

5.8. REQUIRED FINDINGS BY THE COMMISSION:

The Planning Commission finds that the proposed project (with a Minor Conditional Use Permit) is consistent with the Crescent City's Downtown Business District (C-1) 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 consistent with the "Food product processing which includes on-site retail sales or light manufacturing which includes on-site retail sales and does not result in exterior air, noise, dust, odor, vibration or glare impacts, and where no animals are kept or stored on-site, such as a cheese factory" (CCMC § 17.20.025(I)) with a conditional use permit;*
- c) Provides "a vibrant business, government, and professional core in the downtown area" (CCMC § 17.20.010(A)); and*
- d) Is subject to all zoning regulations (CCMC § 17.20.010(B)).*

SECTION 6: MINOR CONDITIONAL USE PERMIT REVIEW

The proposed expansion of use for the Rumiano Cheese Factory requires a Minor Conditional Use Permit within the C-1 Zone (CCMC §17.20.025(I)) and has been scheduled for a public hearing to determine whether the proposed Minor Conditional Use Permit (Application UP26-01) (See Attachment A) shall be approved or denied (CCMC § 17.54.030), based on the following standards:

6.1. General Plan (CCMC § 17.54.010(B)(3)):

The proposed project conforms with the general plan (See Section 4: General Plan Consistency).

6.2. Existing and Potential Uses (CCMC § 17.54.010(B)(1)):

The proposed project is compatible with existing and potential uses of the proposed location (See Section 2: Background Information and Section 3: Project Description).

6.3. Noise, Smoke, Dust, Fumes, Vibration, Odors and Hazards (CCMC § 17.54.010(B)(2)):

The proposed project has considered impact to noise, smoke, dust, fumes, vibration, odors, and hazards (See Section 8: Environmental Determination and Attachment B - Conditions of Approval).

6.4. Nuisance (CCMC § 17.54.010(B)(3)):

The proposed project will not become a nuisance to the neighborhood (See Section 1: Background Information and Attachment B - Conditions of Approval).

6.5. Minor Effect on Traffic (CCMC § 17.54.010(B)(3)):

The proposed project site has already been developed as suitable and adequate for present and future traffic.

6.6. Off-Street Parking (CCMC § 17.54.010(B)(3)):

The proposed project site is entirely built out and has no off-street parking. However, there are several off-street loading zones.

6.7. Landscaping and Screening (CCMC § 17.54.010(B)(3)):

The proposed project site maintains existing landscaping and screening (See Attachment B – Conditions of Approval).

6.8. REQUIRED FINDINGS BY THE COMMISSION:

The Planning Commission finds that the proposed use satisfies the Conditional Use Permit requirements (CCMC § 17.54.010(B)), in that the proposed use:

- a) *Is compatible with other existing and potential uses within the general area;*
- b) *Will not result in a significant impact on noise, smoke, dust, fumes, vibration, odors, and hazards;*
- c) *Will be placed on a site that is both suitable and adequate for the proposed use;*

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Staff Report - Agenda Item: #1*

- d) Will have a minor effect on present and future traffic and that such use will not become a nuisance to the neighborhood; and*
- e) Provides adequate off-street parking, loading, landscaping, and screening.*

SECTION 8: ENVIRONMENTAL DETERMINATION SUMMARY

The proposed expansion of use for the Rumiano Cheese Factory requires a Minor Conditional Use Permit within the C-1 Zone (CCMC §17.20.025(I)) and requires 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. Staff believe the proposed project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the following sections of the CEQA Guidelines:

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

1. Interior or exterior alterations:

The proposed project includes an increase of intensity of use within an existing structure.

8.4. 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 is consistent with the Crescent City General Plan's Business-Professional (B-P) land use designation and is consistent with the Crescent City's Downtown Business District (C-1) 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 1.33 acres, and is located 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 use in 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;

The expanded use does not increase the levels of traffic, noise, air quality, and water quality beyond the current levels.

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.

8.5. 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.).

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

8.7. 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(a) (Existing Facilities) and Class 32 § 15332 (In-fill Development) of the CEQA Guidelines, in that the proposed project:

- a) *The proposed project includes an increase of intensity of use within an existing structure;*
- b) *Is consistent with the Crescent City General Plan's Business-Professional (B-P) land use designation and is consistent with the Crescent City's Downtown Business District (C-1) Zoning Code Zoning Code (with Conditional Use Permit);*
- c) *Is located in the City of Crescent City, is approximately 1.33 acres, and is located 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; and*
- f) *Is surrounded by and is already adequately served by utilities and public services.*
- g) *No exceptions apply (CEQA Guidelines § 15300.2).*

SECTION 9: INTER-DEPARTMENTAL PLANNING REFERRALS

The proposed expansion of use for the Rumiano Cheese Factory requires a Minor Conditional Use Permit within the C-1 Zone (CCMC § 17.20.025(I)). 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 07/20/26) to other City departments which included the following comments/conditions:

9.1. Police Department: Approved with “No comments.” (07/20/26)

9.2. Fire and Rescue: Approved with “No comments or concerns.” (07/20/26)

9.3. Building Department: Approved with “No concerns.” (07/20/26)

9.4. Public Works Department: None

9.5. Community Development Department: None

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

9.6. REQUIRED FINDING BY THE COMMISSION:

The proposed project is to be subject to the Conditions of Approval found in Attachment B.

SECTION 10: PLANNING COMMISSION ACTION OPTIONS

The proposed expansion of use for the Rumiano Cheese Factory requires a Minor Conditional Use Permit within the C-1 Zone (CCMC § 17.20.025(I)) has been scheduled for a public hearing to determine whether the proposed Minor Conditional Use Permit (Application UP26-01) (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. PC2026-13, A Resolution of the Planning Commission of the City of Crescent City to grant Sartori Nutrition (Matt Dochterman)’s Minor Conditional Use Permit (Application UP26-01) for a proposed expansion of use for the existing Rumiano Cheese Factory.”**
- 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 request to increase in intensity of use for the Rumiano Cheese Factory. 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 Conditional Use Permit (Application UP26-01) 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 to increase in intensity of use for the Rumiano Cheese Factory.

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 September 10, 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, September 10, 2026, or a specific alternative Special Planning Commission meeting.

SECTION 11: STAFF RECOMMENDATION

1. (Chair) "Agenized Item #1: Public Hearing to consider a Minor Conditional Use Permit (Application UP26-01) for Rumiano Cheese Factory's proposed expansion of use, located at 511 9th Street (APNs 118-230-044 & -045)."
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. PC2026-13, A Resolution of the Planning Commission of the City of Crescent City to grant Sartori Nutrition (Matt Dochterman)'s Minor Conditional Use Permit (Application UP26-01) for a proposed expansion of use for the existing Rumiano Cheese Factory."**
 - 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. PC2026-13, A Resolution of the Planning Commission of the City of Crescent City to grant Sartori Nutrition (Matt Dochterman)'s Minor Conditional Use Permit (Application UP26-01) for a proposed expansion of use for the existing Rumiano Cheese Factory.**"
 - 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, Clerk Altman, can you poll the vote?"
14. (Chair) "The motion passes (*or fails*) by a vote of ____-to-____." (Example 3-0)

----- 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 Sartori Nutrition Company	Street Address 107 Pleasant View Rd, Plymouth, WI 53073	City Plymouth, WI	Zip Code 53073	Day Phone (707) 465-1535
Representative (if any) Matt Dochterman	Street Address 107 Pleasant View Rd, Plymouth, WI 53073	City Plymouth, WI	Zip Code 53073	Day Phone (920) 946-5761
Property Owner Sartori Company	Street Address 107 Pleasant View Rd, Plymouth WI 53073	City Plymouth, WI	Zip Code 53073	Day Phone
Correspondence to be sent to ☒ Applicant ☒ Representative ☐ Owner				

Project Address 511 9th St. Crescent City, 95531	Assessor's Parcel No. 118-230-044 & 118-230-045	
Description of proposed project (attach sheets if necessary) See attached narratives		
Existing Land Use C1	Adjacent Uses	Building Coverage NA _____ sq.ft. existing
Project Acreage NA	Project Height NA	Building Coverage NA _____ sq.ft. proposed
Parking (number of spaces) NA	Paved Area NA	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. Signed <u>Matt Dochterman</u> Date <u>06.24.2026</u>		Property Owner/Authorized Agent: I have read this application and consent to its filing Signed <u>[Signature]</u> Date <u>6/24/26</u>	
TYPE OF APPLICATION	☐ Architectural Review	☐ Lot Line Adjustment/Parcel Merger	☐ Subdivision/Major
	☐ CEQA Review	☐ Municipal Code Amendment/Rezone	☒ Use Permit - Standard
	☐ Coastal Development Permit	☐ ROW or Street Abandonment	☐ Use Permit - Cannabis
	☐ General Plan Amendment	☐ Special Review	☐ Variance or Waiver
	☐ Home Occupation	☐ Subdivision/Minor	☐ Other

REQUIRED SUPPLEMENTAL	☒ Application Form	Project plans: * ☐ Project site plans (buildings, parking, etc.) ☐ Building floor plans and elevations ☐ Preliminary grading/drainage plans ☐ Landscaping/irrigation plans/dumpster ☐ Sign plans/elevations ☐ Color/materials samples ☐ Subdivision/lot line adjustment map ☒ Written Project Description ☐ Preliminary Title Report ☐ Special Project Justification/per code
	☒ Application Fee	
	☐ Supplemental Application Forms (variance, etc.)	
	☐ Project property deed(s)	
	☐ Proof of applicant's legal interest in the property (escrow, etc.)	
	☐ Commercial Cannabis Use Permit Application Checklist	

*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) <u>UP26-01</u>	Filing Fees <u>600</u>	Date Filed <u>7-7-26</u>	Receipt # <u>8805941</u>
	Date Application Completed	Zoning	General Plan (LUP)	
	CEQA: Exempt _____ Negative Declaration _____ Mitigated Negative Declaration _____ Environmental Impact Report _____			
	Review By <u>Planning Commission</u>	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

Future State Narrative – (Sunday - Saturday), 24-Hour Cheese Manufacturing Facility

Operations Overview

Milk is delivered by tanker trucks and unloaded into refrigerated storage tanks. Manufacturing operations include pasteurization, culturing, coagulation, curd handling, pressing, packaging, cream processing, cold storage, and shipment of 40# cheese blocks and salted and unsalted butter in bulk and retail sizes. In addition, the facility processes whey into lactose and whey protein concentrate powders. The powders are stored in a dry environment and shipped in 25 kg bags throughout the US. Staffing will include production, maintenance, quality assurance, warehouse, and administrative personnel.

Operations Details

The plant produces products Monday – Friday and operates an occasional Saturday to accommodate team member holiday scheduling.

- Milk receiving hours 5:00 AM – 7:00 PM Sunday – Saturday (365 days)
- Shipping and receiving hours 7:00 AM – 5:00 PM Sunday – Saturday (350 days)
- Production hours
 - Plant production startup 12:00 AM – 1:00 AM
 - Sanitation complete 11:00 PM – 12:00 AM

Traffic and Site Access

Truck traffic consists primarily of milk deliveries, outbound product shipments, and deliveries of packaging materials and operating supplies. The majority of traffic occurs during the five-day production schedule, with limited activity on weekends. All truck maneuvering, loading, unloading, and team member parking occur in designated areas.

Traffic and Site Access Details

- Milk deliveries 14 – 16 tankers per day 365 days annually
- Inbound deliveries 2 – 4 semi-trailers per day (Monday – Friday)
- Outbound shipments
 - Powders (non-refrigerated) 2 – 3 per day (Monday – Friday)
 - Cheese and Butter (refrigerated) 2 – 3 per day (Sunday - Saturday)

Current State Narrative – (Monday – Friday), 24-Hour Cheese Manufacturing Facility

Operations Overview

Milk is delivered by tanker trucks and unloaded into refrigerated storage tanks. Manufacturing operations include pasteurization, culturing, coagulation, curd handling, pressing, packaging, cream processing, cold storage, and shipment of 40# cheese blocks and salted and unsalted butter in bulk and retail sizes. In addition, the facility processes whey into lactose and whey protein concentrate powders. The powders are stored in a dry environment and shipped in 25 kg bags throughout the US. Staffing will include production, maintenance, quality assurance, warehouse, and administrative personnel.

Operations Details

The plant produces products Monday – Friday and operates an occasional Saturday to accommodate team member holiday scheduling.

- Milk receiving hours 5:00 AM – 7:00 PM Sunday – Saturday (365 days)
- Shipping and receiving hours Monday – Friday 7:00 AM – 5:00 PM
- Production hours
 - Plant production startup 12:00 AM – 1:00 AM
 - Sanitation complete 10:00 PM – 11:00 PM

Traffic and Site Access

Truck traffic consists primarily of milk deliveries, outbound product shipments, and deliveries of packaging materials and operating supplies. The majority of traffic occurs during the five-day production schedule, with limited activity on weekends. All truck maneuvering, loading, unloading, and team member parking occur in designated areas.

Traffic and Site Access Details

- Milk deliveries 6-8 tankers per day 365 days annually
- Inbound deliveries 1-2 semi-trailers per day (Monday – Friday)
- Outbound shipments
 - Powders (non-refrigerated) 1-2 per day (Monday – Friday)
 - Cheese and Butter (refrigerated) 2 per day (Monday – Friday)

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DRAFT CONDITIONS OF APPROVAL
Minor Conditional Use Permit – Application UP26-01

On August 20, 2026, the City of Crescent City's Planning Commission held a Public Hearing in which they voted to **APPROVE** (by adopting Resolution PC2026-13), to grant Sartori Nutrition (Matt Dochterman) a Minor Conditional Use Permit (Application UP26-01) for expansion of use for the Rumiano Cheese Factory located within the C-1 zone (Downtown Business District) at 511 9th Street (APNs 118-230-044 & -045), 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 17.20 (Downtown Business District).
2. **Conditional Use Permit.** The approved project shall be operated according to the approved proposed use (UP26-01) submitted 07/07/26 or as modified by the Planning Commission.
 - a. **Transfer.** All use permits are not personal to the applicant and permission granted under a use permit is an incident of ownership of the property for which it is granted. The owner of the property shall be responsible for compliance with the terms and conditions of issuance of a use permit (CCMC §17.54.030(B)).
 - b. **Revocable.** All use permits are always revocable and may be made conditional and shall be issued by the planning commission or by the affirmative vote of the city council, upon appeal, for any of the uses for which a use permit is required (CCMC §17.54.020).
3. **Off-Street Parking.** It is unlawful for any person, firm or corporation who owns, leases or controls a building or structure to fail, neglect or refuse to provide and maintain off-street parking and loading facilities as required (CCMC §17.42.010).
 - a. **Required.** All off-street parking spaces shall be maintained in accordance with the Off-Street Parking regulations (CCMC §17.42.120(B)).
 - b. **Use.** No sale, storage, repair work, dismantling or servicing of any kind shall be permitted on required parking spaces (CCMC §17.42.120(G)).
4. **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)).

CONDITIONS OF APPROVAL
Minor Conditional Use Permit – Application UP26-01

- 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)).
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.



DRAFT RESOLUTION NO. PC2026-13

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CRESCENT CITY TO GRANT SARTORI NUTRITION (MATT DOCHTERMAN)'S MINOR CONDITIONAL USE PERMIT (APPLICATION UP26-01) FOR A PROPOSED EXPANSION OF USE FOR THE EXISTING RUMIANO CHEESE FACTORY

WHEREAS, Sartori Nutrition (Matt Dochterman) has submitted a Minor Conditional Use Permit (Application UP26-01) for expansion of use for the Rumiano Cheese Factory located within the C-1 zone (Downtown Business District) at 511 9th Street (APNs 118-230-044 & -045);

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 Commercial Business-Professional (B-P) land use designation, in that the proposed project:

- a) *Is categorized as "specialty food production and sales" within the B-P;*
- b) *Provides "for a strong business/government/professional core in downtown Crescent City" within the B-P; and*
- c) *Is supported by the General Plan goals (1.A, 1.G, 1.H, & 1.I) and policy (1.A.2)*

WHEREAS, the Planning Commission finds that the proposed project (with a Minor Conditional Use Permit) is consistent with the Crescent City's Downtown Business District (C-1) 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 consistent with the "Food product processing which includes on-site retail sales or light manufacturing which includes on-site retail sales and does not result in exterior air, noise, dust, odor, vibration or glare impacts, and where no animals are kept or stored on-site, such as a cheese factory" (CCMC § 17.20.025(I)) with a conditional use permit;*
- c) *Provides "a vibrant business, government, and professional core in the downtown area" (CCMC § 17.20.010(A)); and*
Is subject to all zoning regulations (CCMC § 17.20.010(B)).

WHEREAS, the Planning Commission finds that the proposed use satisfies the Conditional Use Permit requirements (CCMC § 17.54.010(B)), in that the proposed use:

- a) *Is compatible with other existing and potential uses within the general area;*

*MINOR CONDITIONAL USE PERMIT (APPLICATION UP26-01)
For the increase in intensity of use for the Rumiano Cheese Factory*

- b) Will not result in a significant impact on noise, smoke, dust, fumes, vibration, odors, and hazards;*
- c) Will be placed on a site that is both suitable and adequate for the proposed use;*
- d) Will have a minor effect on present and future traffic and that such use will not become a nuisance to the neighborhood; and*
- e) Provides adequate off-street parking, loading, landscaping, and screening.*

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(a) (Existing Facilities) and Class 32 § 15332 (In-fill Development) of the CEQA Guidelines, in that the proposed project:

- a) The proposed project includes an increase of intensity of use within an existing structure;*
- b) Is consistent with the Crescent City General Plan's Business-Professional (B-P) land use designation and is consistent with the Crescent City's Downtown Business District (C-1) Zoning Code Zoning Code (with Conditional Use Permit);*
- c) Is located in the City of Crescent City, is approximately 1.33 acres, and is located 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; and*
- f) Is surrounded by and is already adequately served by utilities and public services.*
- g) No exceptions apply (CEQA Guidelines § 15300.2).*

NOW THEREFORE, BE IT HEREBY RESOLVED by the Planning Commission of the City of Crescent City to grant Sartori Nutrition (Matt Dochterman)'s Minor Conditional Use Permit (Application UP26-01) for a proposed expansion of use for the existing Rumiano Cheese Factory at the address above be 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 20th day of August 2026, by the following polled vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

*MINOR CONDITIONAL USE PERMIT (APPLICATION UP26-01)
For the increase in intensity of use for the Rumiano Cheese Factory*

Ray Walp, Chairperson

ATTEST:

Heather Welton, Community Development Specialist

DRAFT

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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, August 20, 2026

SUBJECT: A Public Hearing to consider a Minor Variance Permit (Application VAR26-01) for Branden Bieber's requested reduced front and rear setbacks for a proposed single-family residential development, located at 140 Truman Court (APN 118-341-034)

SECTION 1: EXECUTIVE SUMMARY

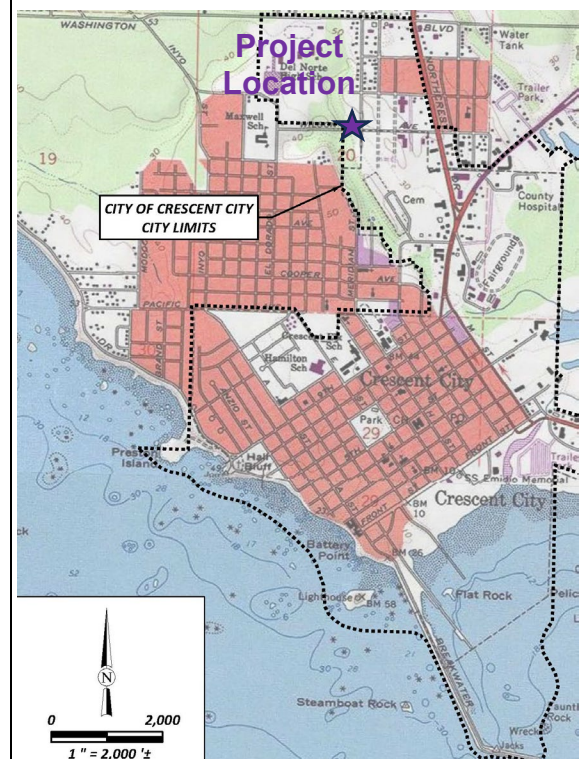
Branden Bieber submitted a Minor Variance Permit (Application VAR26-01) for a requested reduced front and rear setbacks for a proposed single-family residential development on a vacant lot within the R-1 zone (Low-Density Residential District) located at 140 Truman Court (APN 118-341-034).

STAFF RECOMMENDS: "Motion to adopt Resolution No. PC2026-14, A Resolution of the Planning Commission of the City of Crescent City to grant Branden Bieber's Minor Variance Permit (Application VAR26-01) for requested reduced front and rear setbacks for a proposed single-family residential development." -OR-
"Provide additional direction to staff regarding the requested variance

ATTACHMENTS:

- A) VAR26-01 Application
- B) VAR26-01 Conditions of Approval
- C) Resolution No. PC2026-14

FIGURE 1-1: PROJECT LOCATION MAP



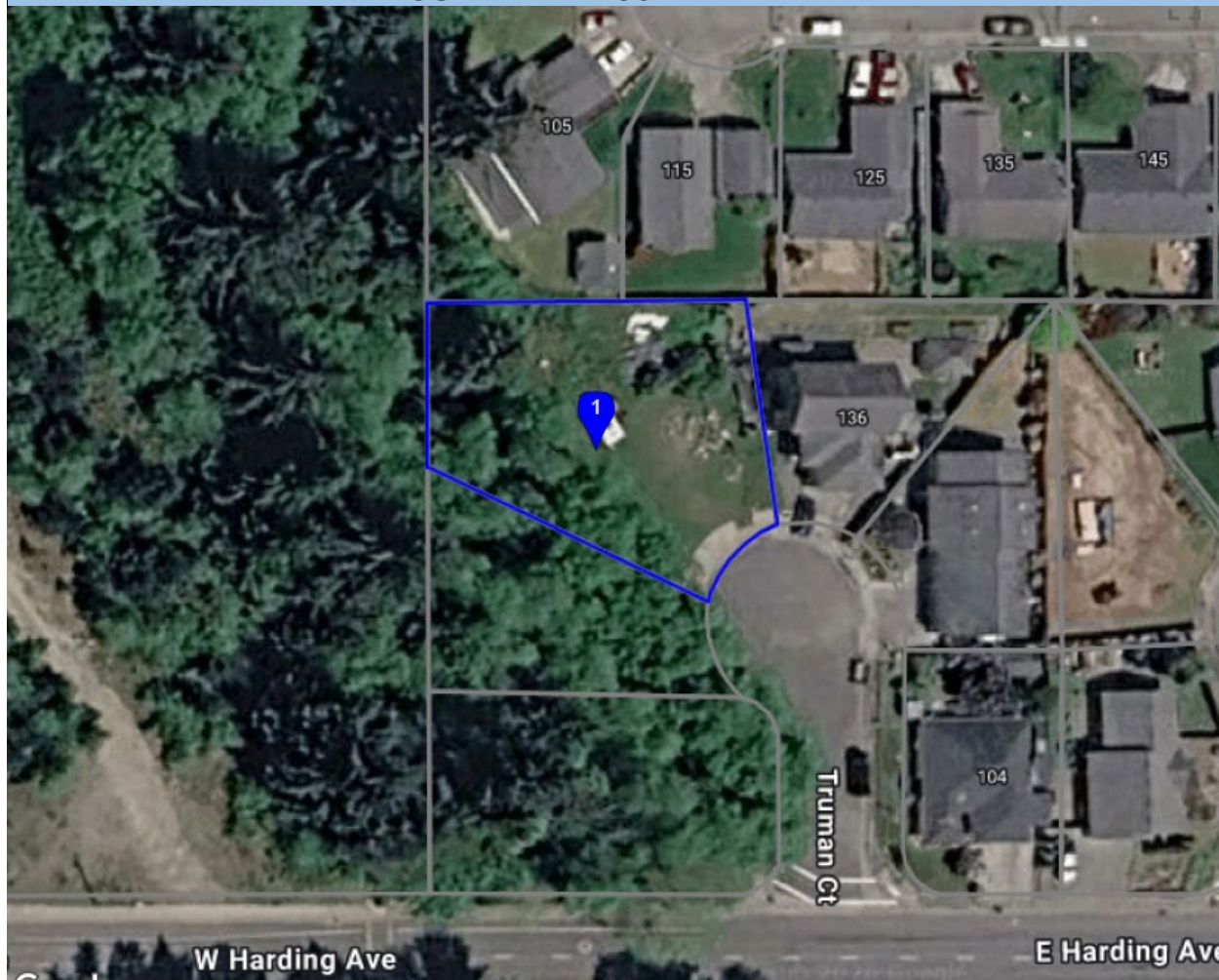
Source: Housing Element (December 2022)

SECTION 2: BACKGROUND INFORMATION

The existing parcel consists of vacant corner lot in a cul-de-sac.

ADDRESS:	APN:	PARCEL SIZE:	PROJECT SIZE:
140 Truman Court Crescent City, CA 95531	118-341-034-000	+/- 0.29 acres +/- 12,774 sf	0.05 acres 2,455 sf

FIGURE 2-1: PROJECT PARCEL



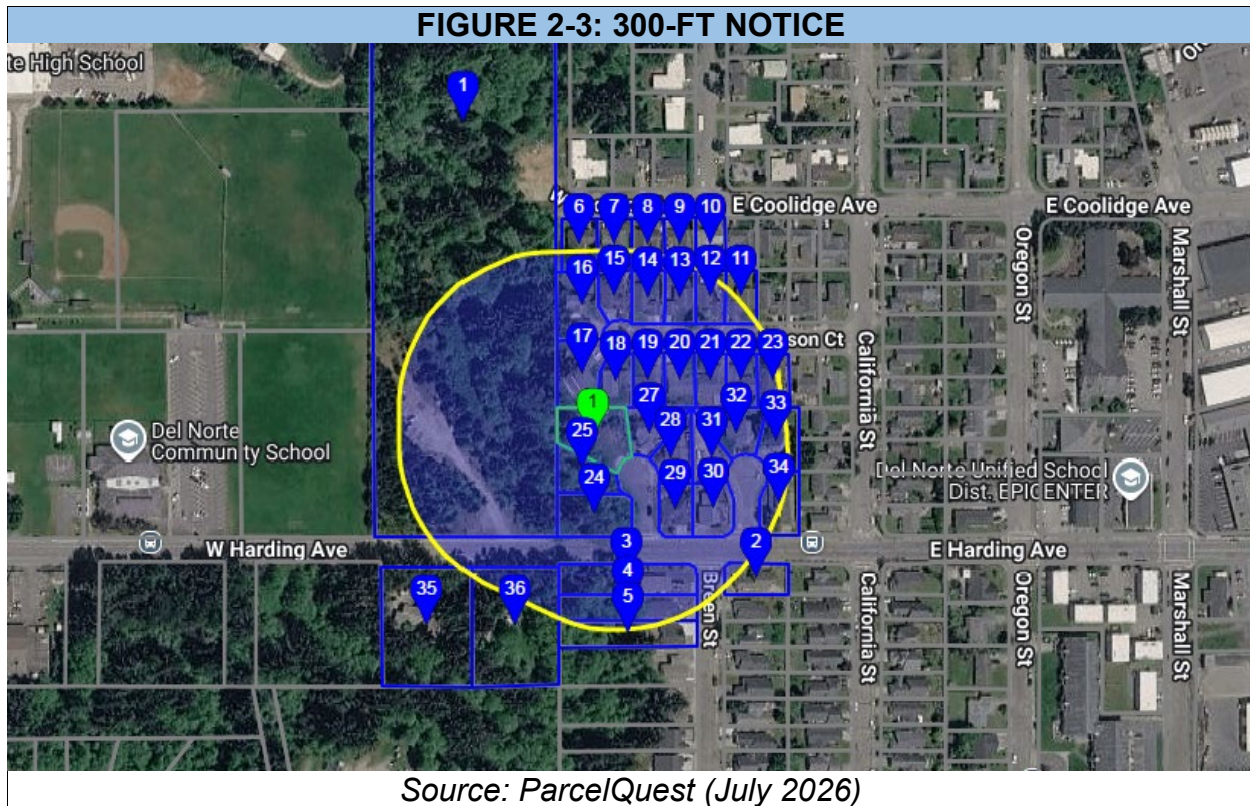
Source: Parcel Quest (July 2026) Note: Not 100% Accurate

The proposed project is located within the Residential – Single-Family (2-6 du per acre) (SF 2-6) General Plan land use designation and the Low-Density Residential District (R-1) Zoning Code zoning designation (See Section 4: General Plan Consistency and Section 5: Zoning Consistency).

2.1. APPLICATION:

Branden Bieber submitted a Minor Variance Permit (Application VAR26-01) for a requested reduced front and rear setbacks for a proposed single-family residential

development on a vacant lot within the R-1 zone (Low-Density Residential District) located at 140 Truman Court (APN 118-341-034).



2.1. NOTICE OF PUBLIC HEARING:

A Notice of Public Hearing was submitted to the Del Norte Triuplicate newspaper (on 08/04/26) to be published (on 08/06/26) in print/online circulation and provided to the Commissioners (on 08/04/26). A similar Notice of Public Hearing was mailed (on 08/06/26) 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 (08/06/26) on the City's website (<https://www.crescentcity.org/PublicNotices>).

2.2. 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 requested reduced front and rear setbacks for a proposed single-family residential development on vacant parcel.

FIGURE 3-1: PROPOSED PROJECT



Source: ATT. A. VAR26-01 Application (July 2026)

The applicant desires to construct a single-family residential dwelling unit with an ADU (accessory dwelling unit) above the attached garage. The ADU is ministerially permitted and complies with city and state laws.

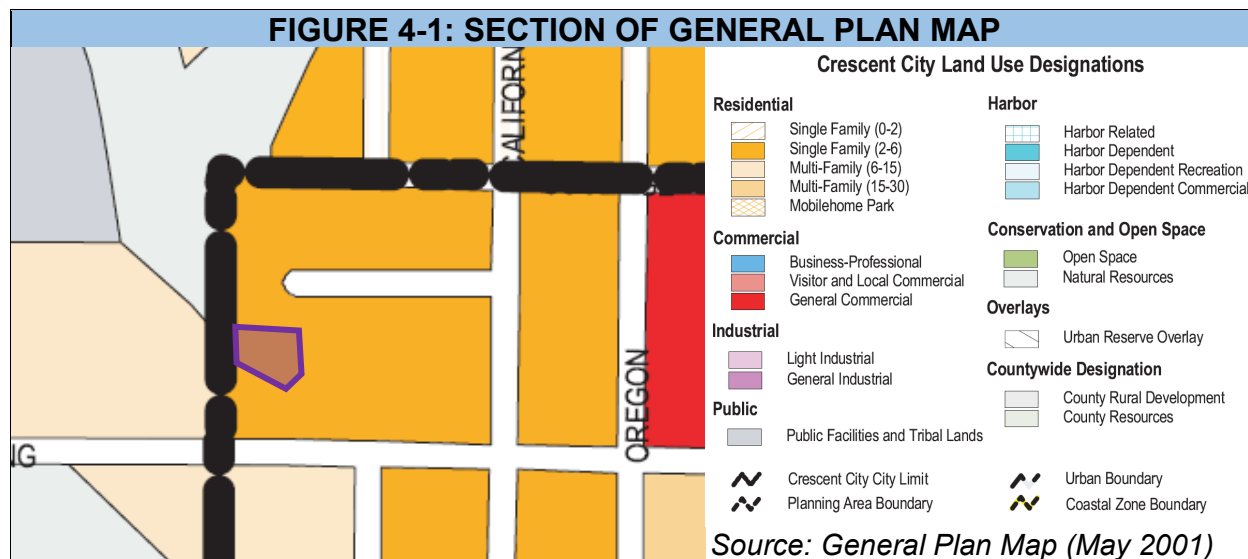
The applicant has submitted the Variance Permit (Application VAR25-01) on 06/24/26. The application was deemed complete on 07/07/26.

3.1. REQUIRED FINDINGS BY THE COMMISSION:

Branden Bieber submitted a Minor Variance Permit (Application VAR26-01) for a requested reduced front and rear setbacks for a proposed single-family residential development on a vacant lot within the R-1 zone (Low-Density Residential District) located at 140 Truman Court (APN 118-341-034).

SECTION 4: GENERAL PLAN CONSISTENCY

The requested reduced front and rear setbacks for a proposed single-family residential development is located within the Residential Single-Family 2-6 dwelling units (du) per acre (SF 2-6) General Plan land use designation (See Figure 4-1: Section of General Plan Map).



4.1. General Plan Land Use Designation:

The SF 2-6 General Plan land use designation principally permits “*single family dwellings*” at “*densities range from two to six dwelling units per acre*” as the intended uses “*provides for low to moderate residential development within the urban boundary.*”

The requested reduced front and rear setbacks for a proposed single-family residential development is consistent with the SF 2-6 designation and is similar 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	Residential Single-Family 2-6 dwelling units (du) per acre (SF 2-6)	Vacant
North	Residential Single-Family 2-6 dwelling units (du) per acre (SF 2-6)	Residential Single-Family
South	Residential Single-Family 2-6 dwelling units (du) per acre (SF 2-6)	Vacant
East	Residential Single-Family 2-6 dwelling units (du) per acre (SF 2-6)	Residential Single-Family
West	Natural Resources (NR) & Residential Multi-Family 6-15 dwelling units (du) per acre (MF 6-15)	Vacant

4.2. SUPPORTING GENERAL PLAN GOALS/POLICIES:

- Policy 1.A.2.** - *“The City shall encourage infill development that makes efficient use of existing public infrastructure and is compatible with existing development.”*
- Goal 1.F** - *“To provide adequate land in a range of residential densities to accommodate the housing needs of all income groups expected to reside in Crescent City, while ensuring a high quality of residential development.”*
- Policy 1.F.2.** - *“The City shall ensure that infill development (either new or rehabilitated residential structures) is compatible with the overall established character of residential neighborhoods.”*

4.3. SUPPORTING HOUSING ELEMENT GOALS & POLICIES:

- Policy HP-1.1.** - *“Review new residential development for consistency with the character of the community and blend with existing development, while at the same time, ensure sustainability and environmental protection.”*

4.4. REQUIRED FINDING BY THE COMMISSION:

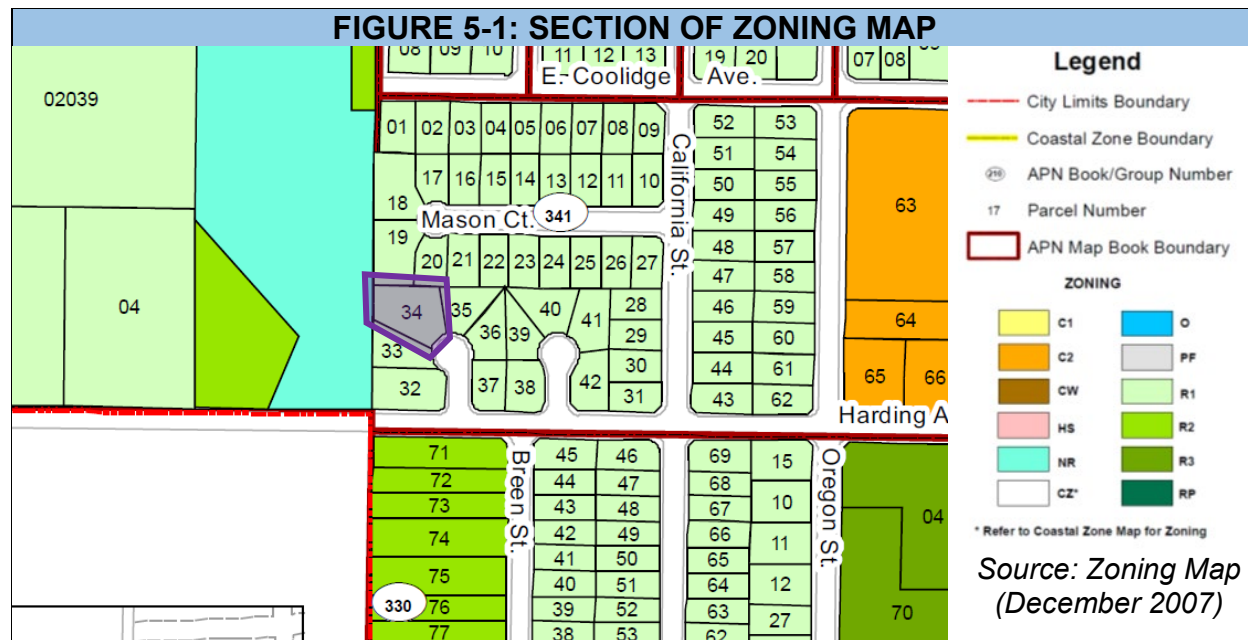
The Planning Commission finds that the proposed project is consistent with the Crescent City General Plan’s Residential Single-Family 2-6 dwelling units (du) per acre (SF 2-6) land use designation, in that the proposed project:

- a) *Is categorized as principally permitted “single family dwellings” at “densities range from two to six dwelling units per acre” within the SF 2-6;*
- b) *Provides “for low to moderate residential development within the urban boundary” within the SF 2-6;*
- c) *Is supported by the General Plan goal (1.F) and policies (1.A.2 & 1.F.2); and*
- d) *Is supported by the Housing Element policy HP-1.1.*

SECTION 5: ZONING CONSISTENCY

The requested reduced front and rear setbacks for a proposed single-family residential development is located within the Low-Density Residential District (R-1) 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 R-1 Zoning District principally permits “single-family dwellings” (CCMC § 17.10.020(A)) as the intended uses “provide living areas where development is limited to low-density concentrations of single-family dwellings” (CCMC § 17.10.010(A)).

5.3. ZONING: The requested reduced front and rear setbacks for a proposed single-family residential development is consistent with the R-1 Zoning District (with approval of the Variance) and is similar to some of the surrounding uses (See Table 5-1: Comparison of surrounding Properties).

TABLE 5-1: COMPARISON OF SURROUNDING PROPERTIES		
Vicinity	Zoning District	Current Use
Project Property	Low-Density Residential District (R-1)	Vacant
North	Low-Density Residential District (R-1)	Residential Single-Family
South	Low-Density Residential District (R-1)	Vacant
East	Low-Density Residential District (R-1)	Residential Single-Family
West	Opens Space District (O)	Vacant

DEVELOPMENT STANDARDS & PROPOSED PROJECT:

The following items include a summary analysis of the Variance Application submittal (See Attachment A: VAR26-01 Application) and the R-1 (Low-Density Residential District) Zoning Development Standards (CCMC § 17.23), which is further analyzed under Section 7: Variance Permit Review below:

5.4. Conditional Use Permit: No conditional use permit is required as the R-1 Zoning District principally permits “single-family dwellings” (CCMC § 17.10.020(A)).

5.5. Height and Area Regulations: All permitted uses within the R-1 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	17.10.040(A)(1)	35-ft	28-ft
Front Yard	17.10.040(B)(1)(a)	20-ft	~25-ft
Front - Garage	17.10.040(B)(1)(b)	25-ft	20-ft
[Exterior] Side Yard	17.10.040(B)(2)(a)	05-ft	~30-ft
[Interior] Side Yard	17.10.040(B)(2)(b)	10-ft	06-ft
Rear Yard	17.10.040(B)(3)(a)	20-ft	19-ft
Lot Area	17.10.040(C)(1)	6,000-sf	12,774
Lot Coverage	17.10.040(E)(1)	50%	19%

The applicant has submitted a request to reduce rear setbacks (from 20-ft to 19-ft) and garage front yard setbacks (from 25-ft to 20-ft) which requires a Variance Permit. This item is further discussed under Section 7: Variance Permit Review below.

5.6. Parking, Fencing, and Signs: All permitted uses within the R-1 Zoning District are subject to the general requirements regarding Parking (CCMC § 17.10.060(B)), Fencing (CCMC § 17.40.060(C)), and Signs (CCMC § 17.10.060(D)). No signs or fencing are proposed. Any future fencing or signage will be subject to a separate permit. These items are further discussed under Section 6: Site Plan & Architectural Design Review below.

5.7. Site Plan: Although the single-family residence does not require a Site Plan & Architectural Review by the Planning Commission, the requested Variance Permit does. This item is further discussed under Section 6: Site Plan & Architectural Design Review below.

5.8. REQUIRED FINDINGS BY THE COMMISSION:

The Planning Commission finds that the proposed project (with a Variance Permit) is consistent with the Crescent City’s Low-Density Residential District (R-1) Zoning Code, in that the proposed project:

- a) *Is not located within the Coastal Zone and is not appealable to the Coastal Commission;*

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- b) Is principally permitted as “single-family dwellings” (CCMC § 17.10.020(A));*
- c) Provides “living areas where development is limited to low-density concentrations of single-family dwellings” (CCMC § 17.10.010(A)); and*
- d) Is subject to all zoning regulations (CCMC § 17.10.010(B)).*

SECTION 6: SITE PLAN & ARCHITECTURAL REVIEW

The requested reduced front and rear setbacks for a proposed single-family residential development is a permitted use within the R-1 Zone (CCMC § 17.16.070(A)) but subject to a Variance permit requiring the scheduled public hearing for the Planning Commission to determine whether the proposed Site Plan & Architectural Design Review shall be approved or denied (CCMC §17.46.040(A)), based on the following standards:

FIGURE 7-1: PROPOSED PROJECT



Source: ATT.A - VAR26-01 Application (July 2026)

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 Low-Density Residential District (R-1)

Zoning Code (with a Variance Permit) (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 includes 2 covered parking spaces and 2 uncovered parking spaces. One-family dwellings are required to provide two covered parking spaces (CCMC § 17.42.040(A)). Therefore, the proposed project is consistent with off-street parking requirements.

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

The proposed project did not include landscaping plans nor were they required to. 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 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, electrical, 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 Site Plan & 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 7: VARIANCE PERMIT REVIEW PROCESS

The requested reduced front and rear setbacks for a proposed single-family residential development on a vacant parcel is a permitted use within the R-1 Zone (CCMC § 17.10.020(A)) which has submitted the following variance requests:

TABLE 7-1: COMPARISON OF VARIANCE REQUESTS				
#	Variance Request	Request	Standard	Difference
#1	Garage - Front Yard Setback	20-ft	25-ft	5-ft
#2	Rear Yard Setback	19-ft	20-ft	1-ft

VARIANCE PURPOSE.

The sole purpose of any variance shall be to prevent discrimination and undue hardship, and no variance shall be granted which would have the effect of granting a special privilege not shared by other property in the same vicinity and zone (CCMC 17.56.010). When unreasonable and unnecessary hardships or results inconsistent with the general purpose of this title result through the strict and literal interpretation and enforcement of the provisions thereof, the planning commission of the city shall have authority as an administrative act subject to the provisions of this section, to grant upon such conditions as it may determine such variances from the provisions of this code as may be in harmony with its general purpose and intent so that the spirit of this code shall be observed, public safety and welfare secured, and substantial justice done (CCMC 17.56.010).

The Variance requests required the scheduled public hearing for the Planning Commission to determine whether the proposed Variance Permit shall be approved or denied (CCMC §17.56.010(F)), based on the following standards:

7.1. *Exceptional and Extraordinary Circumstances (CCMC 17.56.010(A))*

That there are exceptional and extraordinary circumstances of conditions applicable to the property involved;

This parcel has unique dimensions as it is not a standard rectangle. Neighboring cul-de-sac corner parcels appear to enjoy reduced setbacks due to the similar unique dimensions.

7.2. *Necessary Property Right (CCMC 17.56.010(B))*

That such variance is necessary for the preservation and enjoyment of the substantial property right possessed by other property in the same vicinity and zone and denied to the property in question;

This parcel has unique dimensions as it is not a standard rectangle. Neighboring cul-de-sac corner parcels appear to enjoy reduced setbacks due to the similar unique dimensions.

7.3. Public Welfare (CCMC 17.56.010(C))

That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity and zone in which property is located;

This parcel has unique dimensions as it is not a standard rectangle. Neighboring cul-de-sac corner parcels appear to enjoy reduced setbacks due to the similar unique dimensions.

7.4. General Plan (CCMC 17.56.010(D))

The granting of such variances will not adversely affect the general plan for Crescent City;

The SF 2-6 General Plan land use designation principally permits “single family dwellings” at “densities range from two to six dwelling units per acre” as the intended uses “provides for low to moderate residential development within the urban boundary.” This parcel has unique dimensions as it is not a standard rectangle. This parcel has unique dimensions as it is not a standard rectangle. Neighboring cul-de-sac corner parcels appear to enjoy reduced setbacks due to the similar unique dimensions.

7.5. Public Hearing (CCMC 17.56.010(E))

That a public hearing wherein the applicant is heard and in which he substantiates all of the conditions cited above;

A Notice of Public Hearing was submitted to the Del Norte Triplicate newspaper (on 08/04/26) to be published (on 08/06/26) in print/online circulation and provided to the Commissioners (on 08/04/26). A similar Notice of Public Hearing was mailed (on 08/06/26) to the property owners within 300-ft of the project location (CCMC § 17.46.050) as required (Cal. Gov. Code §§ 65090 & 65094). The notice was also posted at the project location and on the City’s website (<https://www.crescentcity.org/PublicNotices>). The planning commission is reviewing such requests and hearing the evidence finds that conditions of subsections A through E of this section have been met (CCMC 17.56.010(F)).

7.6. REQUIRED FINDING BY THE COMMISSION:

The Planning Commission finds that the proposed variance requests satisfy the Variance Permit Review requirements (CCMC §§ 17.56.010 (A through E)), in that the requests meet:

- a) *That there are exceptional and extraordinary circumstances of conditions applicable to the property involved (CCMC 17.56.010(A));*
- b) *That such variance is necessary for the preservation and enjoyment of the substantial property right possessed by other property in the same vicinity and zone and denied to the property in question (CCMC 17.56.010(B));*

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- c) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity and zone in which property is located (CCMC 17.56.010(C));*
- d) The granting of such variances will not adversely affect the general plan for Crescent City (CCMC 17.56.010(D));*
- e) That a public hearing wherein the applicant is heard and in which he substantiates all of the conditions cited above (CCMC 17.56.010(E)); and*
- f) That the planning commission is reviewing such requests and hearing the evidence finds that conditions of subsections A through E of this section have been met (CCMC 17.56.010(F)).*

SECTION 8: ENVIRONMENTAL DETERMINATION SUMMARY

The requested reduced front and rear setbacks for a proposed single-family residential development may be a permitted use within the R-1 Zone (CCMC § 17.10.010(B)) 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. Staff believe the proposed project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the following sections of the CEQA Guidelines:

8.3. Class 3 § 15303(b). New Construction of Small Structures, consists of the proposed project:

1. Within an urbanized area; and

The proposed project is located within City limits and is surrounded by existing development.

2. A multi-family residential structure totaling no more than six dwelling units.

The proposed project consists of a single-family dwelling unit residential structure.

8.4. Class 5 § 15305(a). Minor Alterations in Land Use Limitations, consists of the proposed project:

1. Minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density; and

The proposed project is considered a minor alternation to setback limitations with a slope less than 20% and does not result in any changes to residential use or exceed density.

2. Minor side yard and setback variances not resulting in the creation of any new parcel.

The proposed project requests variances for minor rear and front yard setbacks which does not result in a new parcel.

8.5. 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 is consistent with the Crescent City General Plan's Residential – Single-Family (2-6 du per acre) (SF 2-6) land use designation and is consistent with the Crescent City's Low-Density Residential District (R-1) 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 0.29 acres, and is located adjacent to existing residential 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 residential use in a developed residential area that already services residential use 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 can be adequately served by utilities and public services.

8.6. 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.).

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

8.8. 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 3 § 15303(b) (New Construction of Small Structures), Class 5 § 15305(a). (Minor Alterations in Land Use Limitations), and Class 32 § 15332 (In-fill Development) of the CEQA Guidelines, in that the proposed project:

a) Is located within City limits and is surrounded by existing development;

- b) Consists of a single-family dwelling residential development;*
- c) Is considered a minor alternation to setback limitations with a slope less than 20% and does not result in any changes to residential use or exceed density;*
- d) Requests variances for minor side and rear yard setbacks which does not result in a new parcel;*
- e) Is consistent with the Crescent City General Plan's Residential – Single-Family (2-6 du per acre) (SF 2-6) land use designation and is consistent with the Crescent City's Low-Density Residential District (R-1) Zoning Code;*
- f) Is located in the City of Crescent City, is approximately 0.29 acres, and is located adjacent to existing residential uses;*
- g) 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;*
- h) Is within a developed residential area that already services residential use and has a limited potential to result in significant traffic, noise, air quality, or water quality impacts; and*
- i) Is surrounded by and is already adequately served by utilities and public services.*
- j) No exceptions apply (CEQA Guidelines § 15300.2).*

SECTION 9: INTER-DEPARTMENTAL PLANNING REFERRALS

The requested reduced front and rear setbacks for a proposed single-family residential development requires a Minor Variance Permit within the R-1 Zone (CCMC § 17.10.010(B)). 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 07/20/26) to other City departments which included the following comments/conditions:

9.1. Police Department: Approved with “No comments.” (07/20/26)

9.2. Fire and Rescue: None

9.3. Building Department: None

9.4. Public Works Department: None

9.5. Community Development Department: None

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

9.6. REQUIRED FINDING BY THE COMMISSION:

The proposed project is to be subject to the Conditions of Approval found in Attachment B (VAR26-01 Conditions of Approval).

SECTION 10: PLANNING COMMISSION ACTION OPTIONS

The proposed requested reduced front and rear setbacks for a proposed single-family residential development requires a Minor Variance Permit within the R-1 Zone (CCMC §17.10.010(B)) has been scheduled for a public hearing to determine whether the proposed Variance Permit (Application VAR26-01) (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. PC2026-14, A Resolution of the Planning Commission of the City of Crescent City to grant Branden Bieber’s Minor Variance Permit (Application VAR26-01) for requested reduced front and rear setbacks for a proposed single-family residential development.”**
- 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 the requested reduced front and rear setbacks. 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 Variance Permit (Application VAR26-01) 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 to the reduced front and rear setbacks.

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 September 10, 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, September 10, 2026, or a specific alternative Special Planning Commission meeting.

10.4. PROVIDE ADDITIONAL DIRECTION TO STAFF.

- Additional direction can provided to staff regarding the requested variance.

SECTION 11: STAFF RECOMMENDATION

1. (Chair) "Agenized Item #2: A Public Hearing to consider a Minor Variance Permit (Application VAR26-01) for Branden Bieber's requested reduced front and rear setbacks for a proposed single-family residential development, located at 140 Truman Court (APN 118-341-034)."
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. PC2026-14, A Resolution of the Planning Commission of the City of Crescent City to grant Branden Bieber's Minor Variance Permit (Application VAR26-01) for requested reduced front and rear setbacks for a proposed single-family residential development."**
 - 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. PC2026-14, A Resolution of the Planning Commission of the City of Crescent City to grant Branden Bieber's Minor Variance Permit (Application VAR26-01) for requested reduced front and rear setbacks for a proposed single-family residential development.**"
 - 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, Clerk Altman, can you poll the vote?"
14. (Chair) "The motion passes (*or fails*) by a vote of ____-to-____." (Example 3-0)

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

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 Branden Bieber	Street Address 140 Truman Court	City Crescent City	Zip Code 95531	Day Phone 707-954-3332
Representative (if any)	Street Address	City	Zip Code	Day Phone
Property Owner Branden Bieber	Street Address 140 Truman Court	City Crescent City	Zip Code 95531	Day Phone
Correspondence to be sent to ☒ Applicant ☐ Representative ☐ Owner				

Project Address 140 Truman Court	Assessor's Parcel No. 118- 341-34
--	---

Description of proposed project (attach sheets if necessary)
New Residential Home with attached ADU above garage. Requesting back yard variance to 19 feet.

Existing Land Use Residential	Adjacent Uses Residential	Building Coverage 2455 sq.ft. existing
Project Acreage .23	Project Height 28'	Building Coverage sq.ft. proposed
Parking (number of spaces) 2	Paved Area 0	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 _____ Date _____	Signed <u><i>[Signature]</i></u> Date <u><i>6/23/26</i></u>

TYPE OF APPLICATION	☐ Architectural Review	☐ Lot Line Adjustment	☐ Subdivision/Minor
	☐ CEQA Review	☐ Municipal Code Amendment/Rezone	☐ Subdivision/Major
	☐ Coastal Development Permit	☐ Parcel Merger	☐ Use Permit
	☐ General Plan Amendment	☐ ROW or Street Abandonment	☒ Variance or Waiver
	☐ Home Occupation	☐ Special Review	☐ Other

REQUIRED SUPPLEMENTAL	☐ Application Form	Project plans: * ☐ Project site plans (buildings, parking, etc.) ☐ Building floor plans and elevations ☐ Preliminary grading/drainage plans ☐ Landscaping/irrigation plans/dumpster ☐ Sign plans/elevations ☐ Color/materials samples ☐ Subdivision/lot line adjustment map ☐ Written Project Description ☐ Preliminary Title Report ☐ Special Project Justification/per code
	☐ Application Fee ☐ Supplemental Application Forms (variance home occupation, etc.) ☐ Project property deed(s) ☐ Proof of applicant's legal interest in the property (escrow, etc.)	

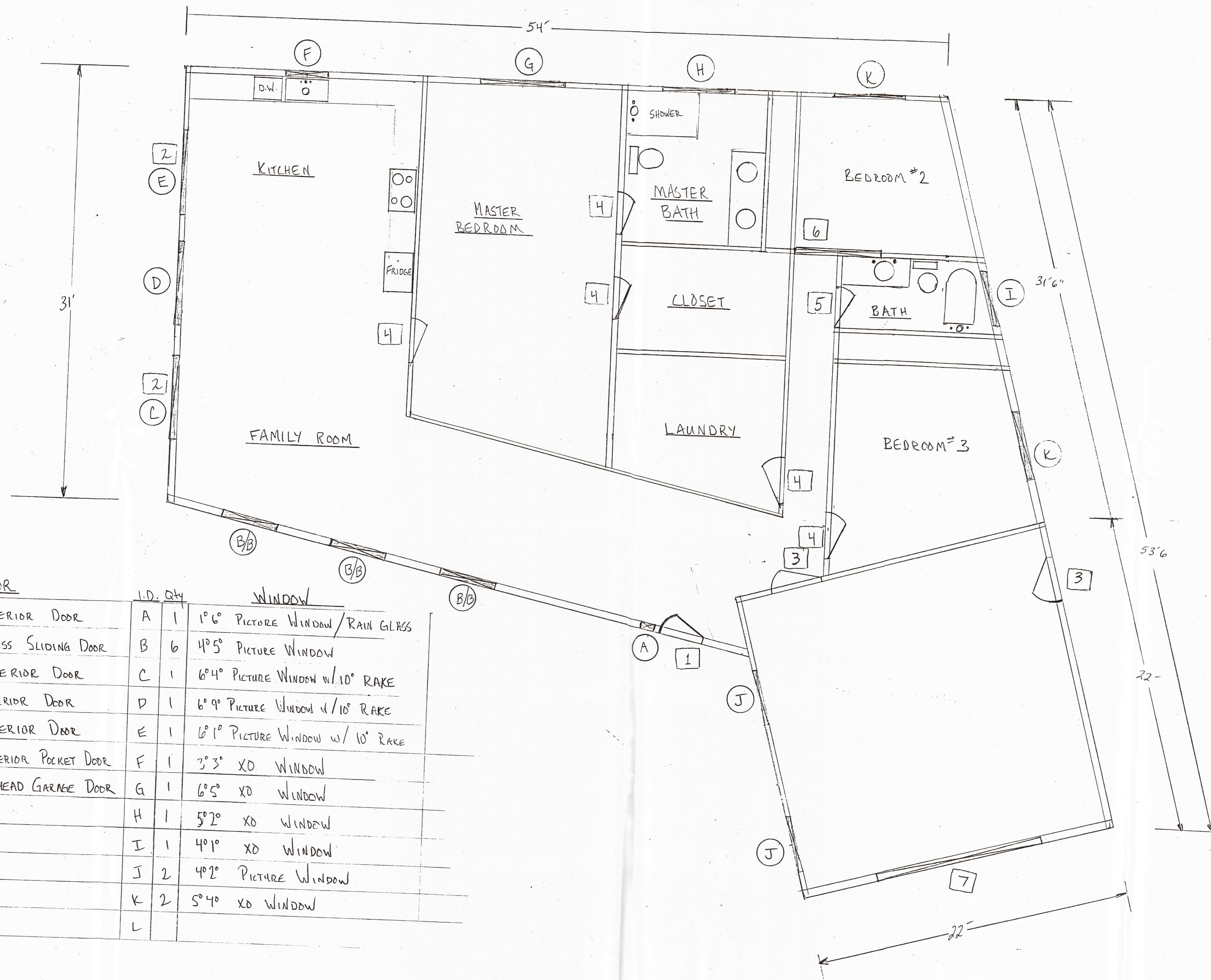
*Project Plans: For Subdivision one set of full size plans and/or one set not to exceed 11" by 18" in size are to be provided. Specific information may be required for plans - ask staff for additional information.

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:	

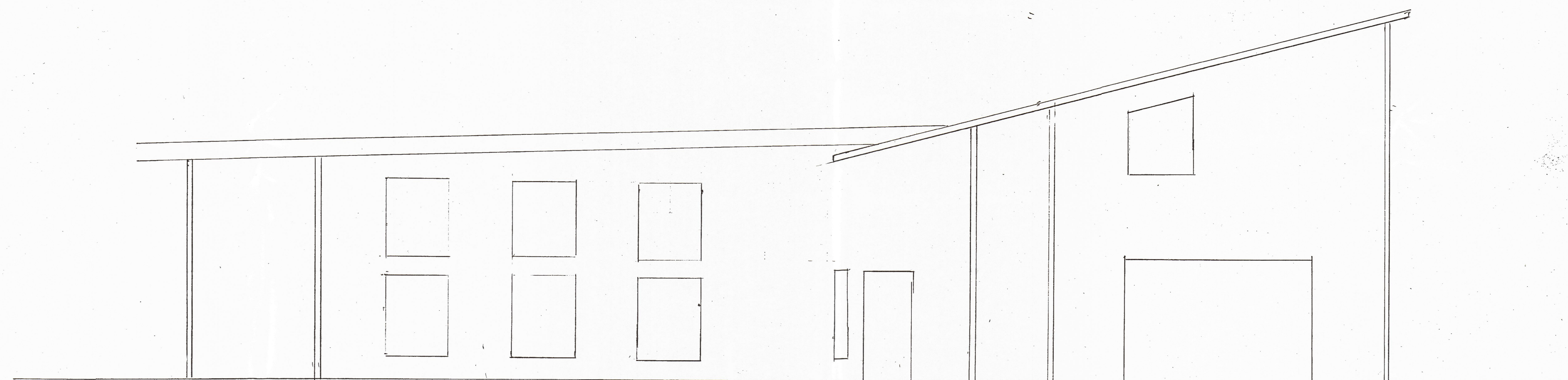
MAKE CHECKS PAYABLE TO CITY OF CRESCENT CITY

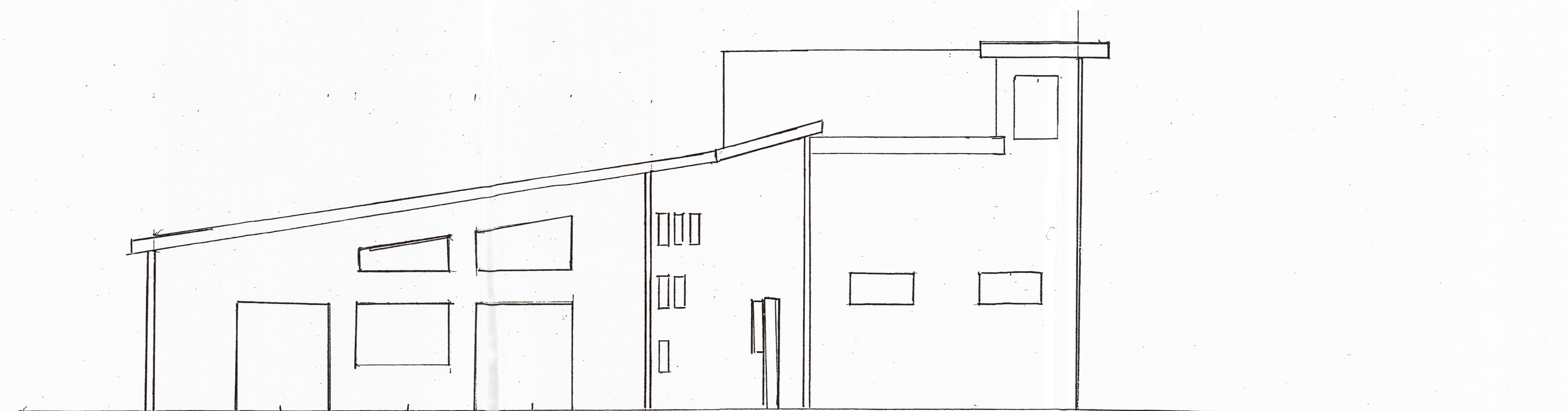


PLOT PLAN
SCALE: $\frac{1}{8}" = 1'$

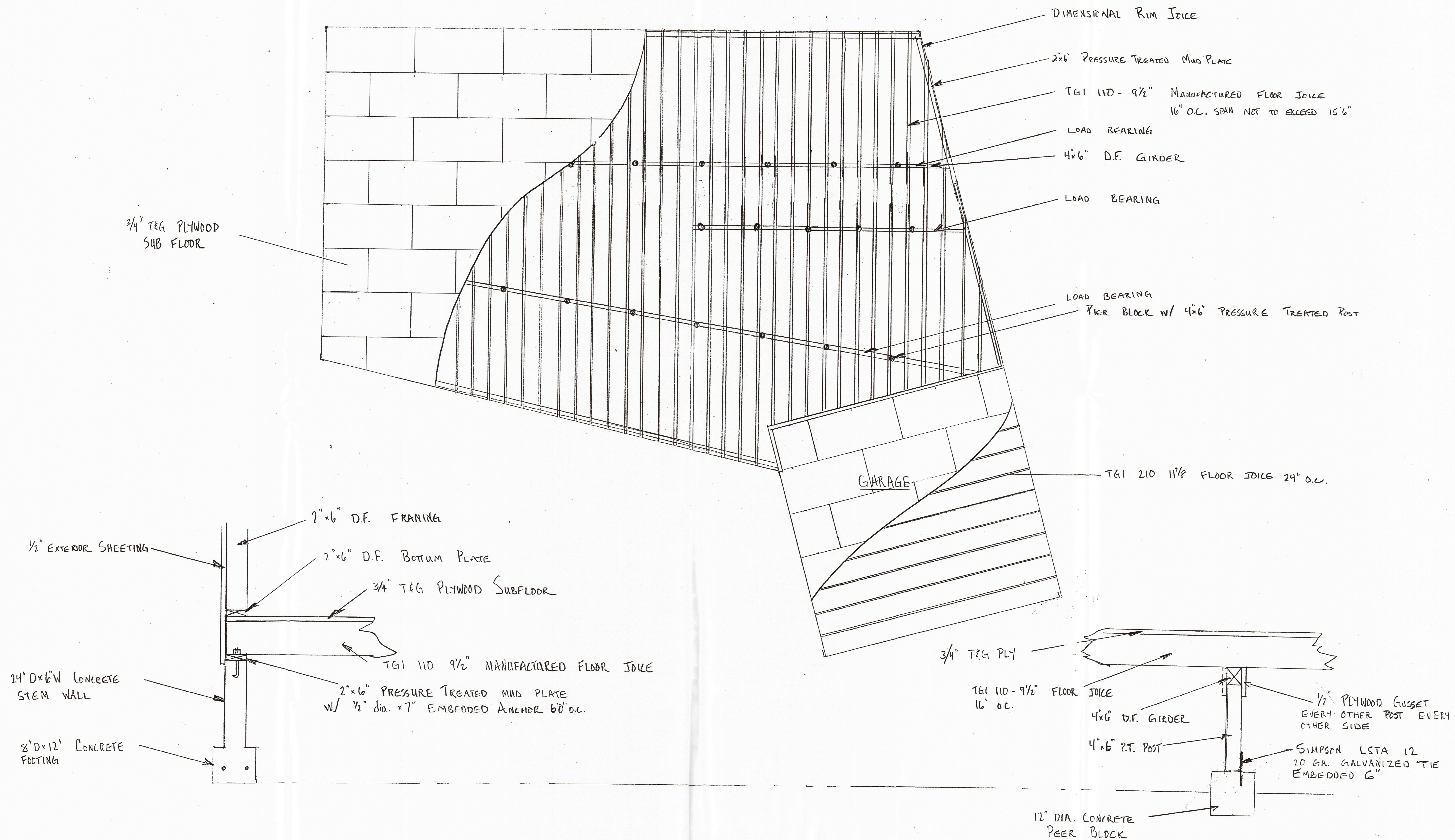


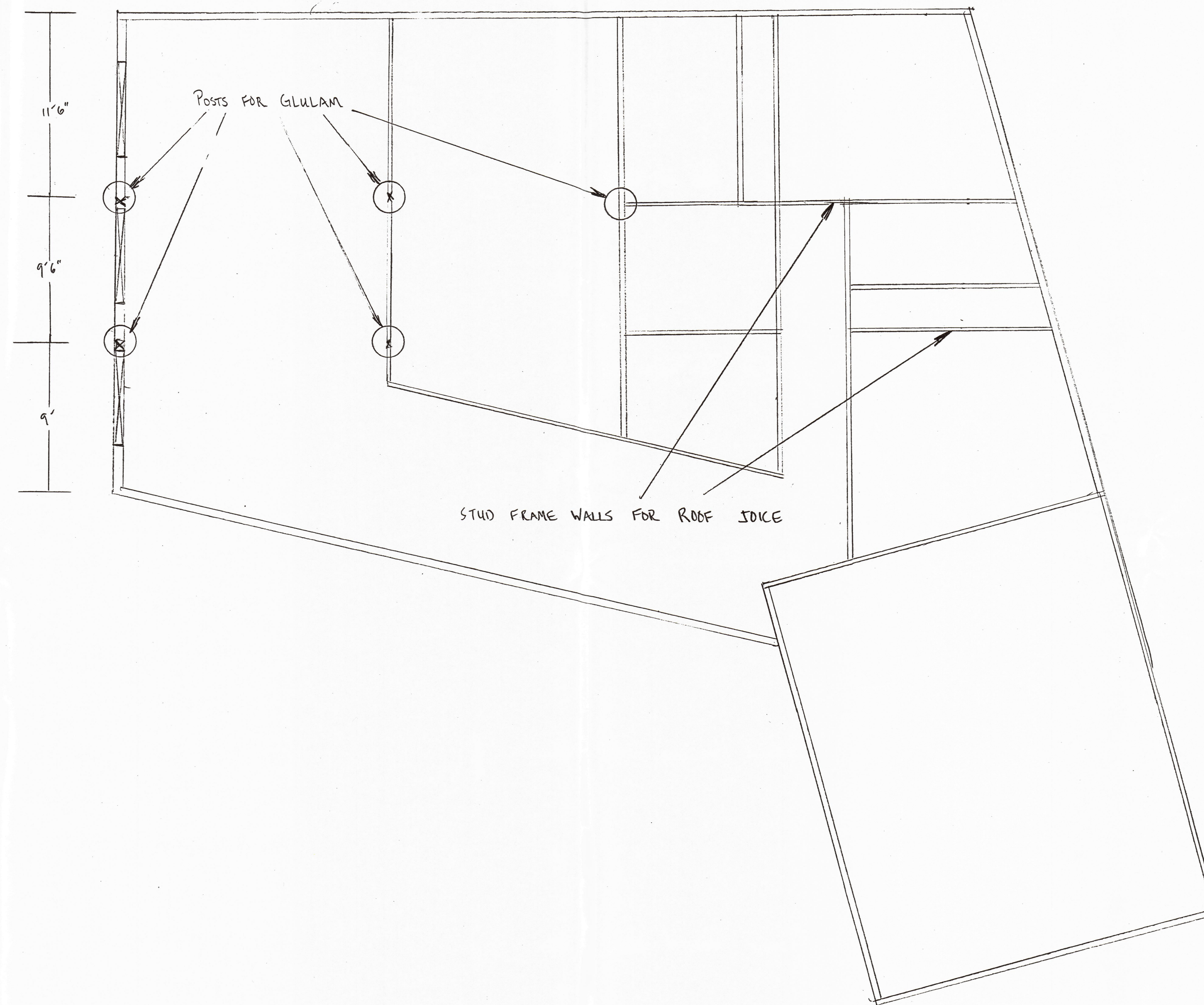
DOOR			WINDOW		
1	1	3° EXTERIOR DOOR	A	1	1° 6° PICTURE WINDOW / RAIN GLASS
2	2	6° GLASS SLIDING DOOR	B	6	4° 5° PICTURE WINDOW
3	3	3° EXTERIOR DOOR	C	1	6° 4° PICTURE WINDOW w/ 10° RAKE
4	5	3° INTERIOR DOOR	D	1	6° 9° PICTURE WINDOW w/ 10° RAKE
5	1	2° INTERIOR DOOR	E	1	6° 1° PICTURE WINDOW w/ 10° RAKE
6	1	3° INTERIOR POCKET DOOR	F	1	3° 3° XD WINDOW
7	1	12° OVERHEAD GARAGE DOOR	G	1	6° 5° XD WINDOW
			H	1	5° 2° XD WINDOW
			I	1	4° 1° XD WINDOW
			J	2	4° 2° PICTURE WINDOW
			K	2	5° 4° XD WINDOW
			L		

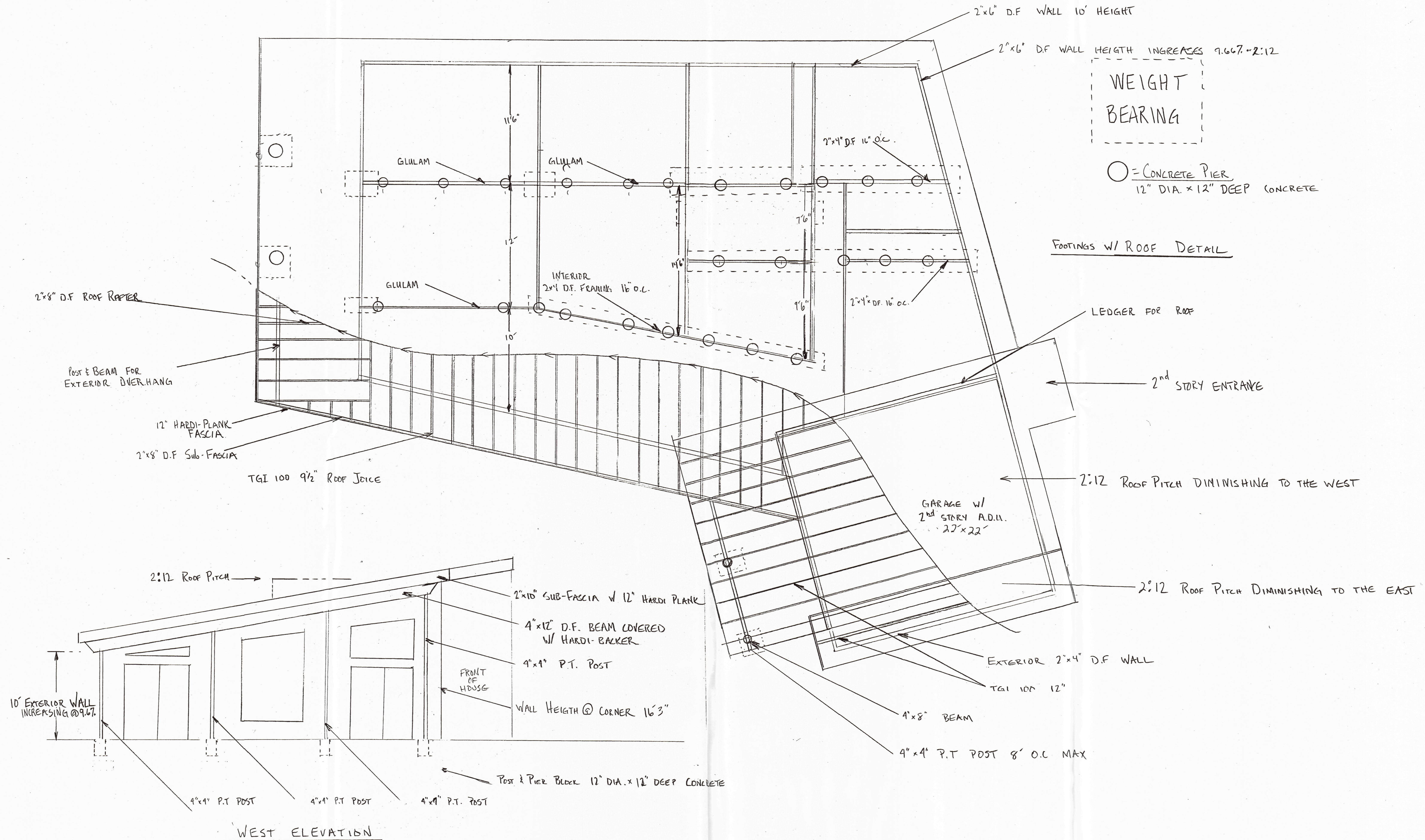


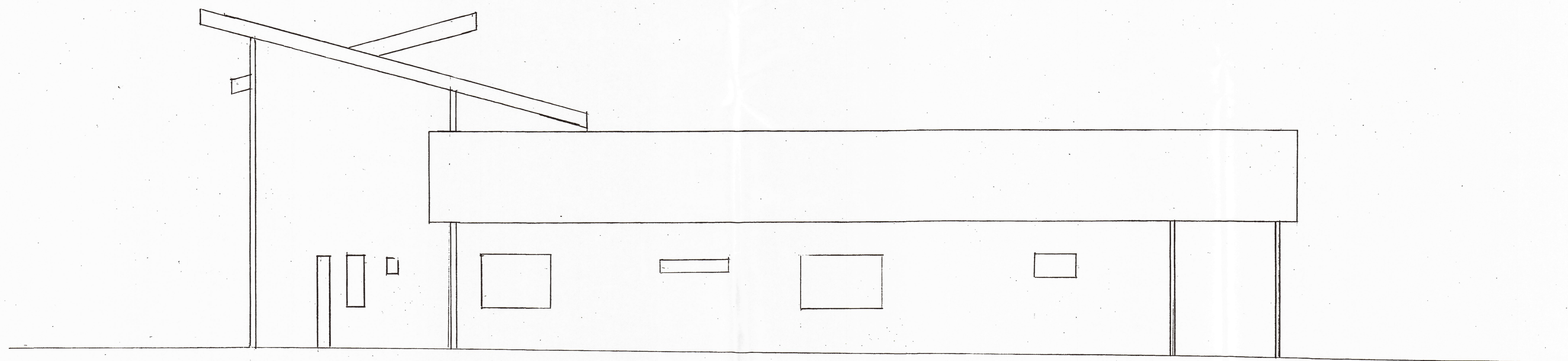


300
23
6700

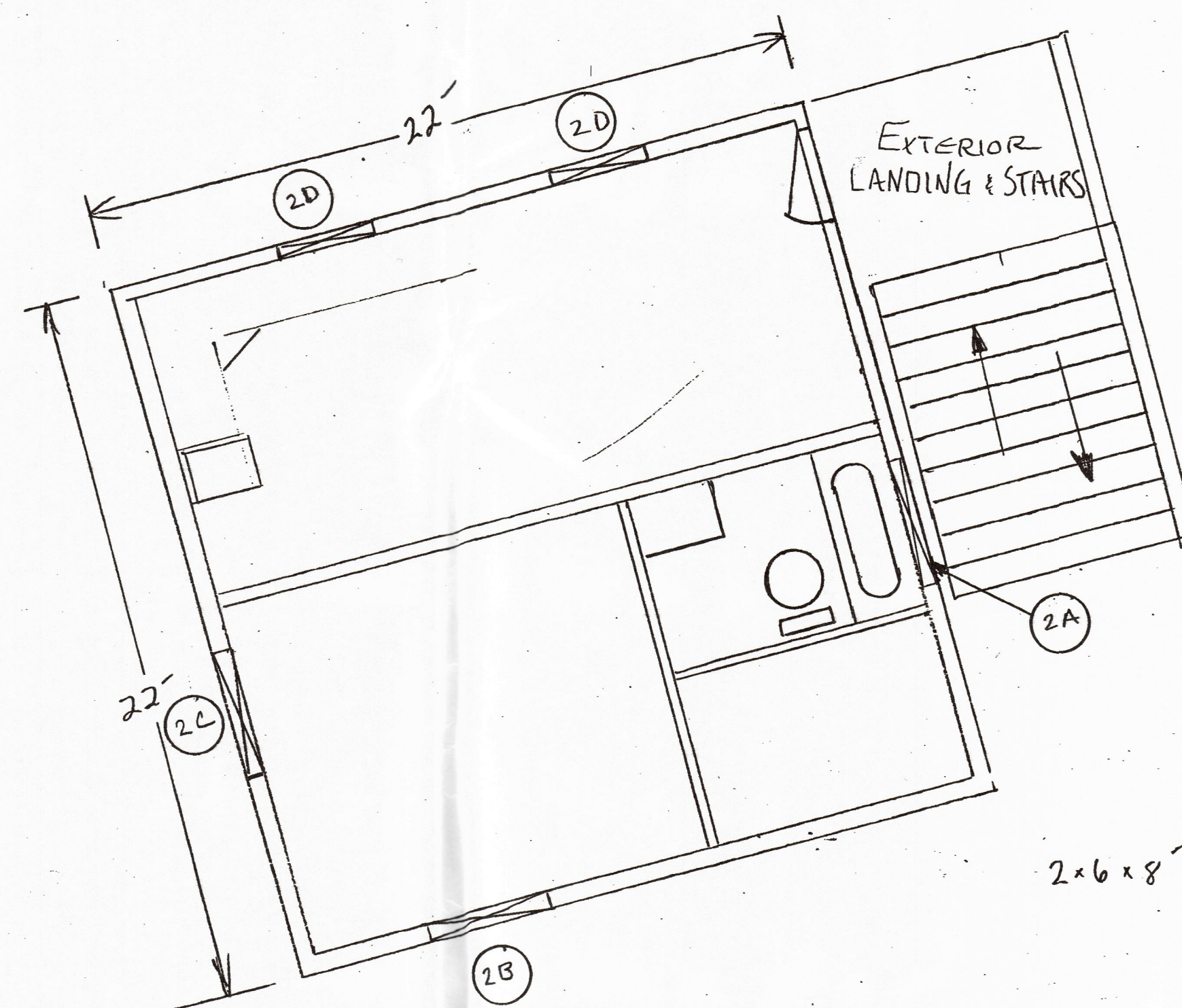








○	WINDOWS
2A	4'x1' XO RAIN GLASS
2B	4'x4' PICTURE WINDOW w/ 15° RAKE
2C	4'x5' SINGLE HUNG
2D	3'x3' XO
	DOOR
	3' EXTERIOR DOOR



2x6x8 D.F. EXTERIOR WALLS

2nd STORY
ACCESSORY DWELLING UNIT

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

DRAFT RESOLUTION NO. PC2026-14

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
CRESCENT CITY TO GRANT BRADEN BIEBER'S MINOR VARIANCE
PERMIT (APPLICATION VAR26-01) FOR REQUESTED REDUCED
FRONT AND REAR SETBACKS FOR A PROPOSED SINGLE-FAMILY
RESIDENTIAL DEVELOPMENT**

WHEREAS, Braden Bieber submitted a Minor Variance Permit (Application VAR26-01) for a requested reduced front and rear setbacks for a proposed single-family residential development on a vacant lot within the R-1 zone (Low-Density Residential District) located at 140 Truman Court (APN 118-341-034);

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 Residential Single-Family 2-6 dwelling units (du) per acre (SF 2-6) land use designation, in that the proposed project:

- a) *Is categorized as principally permitted "single family dwellings" at "densities range from two to six dwelling units per acre" within the SF 2-6;*
- b) *Provides "for low to moderate residential development within the urban boundary" within the SF 2-6;*
- c) *Is supported by the General Plan goal (1.F) and policies (1.A.2 & 1.F.2); and*
- d) *Is supported by the Housing Element policy HP-1.1.*

WHEREAS, the Planning Commission finds that the proposed project (with a Variance Permit) is consistent with the Crescent City's Low-Density Residential District (R-1) 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 principally permitted as "single-family dwellings" (CCMC § 17.10.020(A));*
- c) *Provides "living areas where development is limited to low-density concentrations of single-family dwellings" (CCMC § 17.10.010(A)); and*
- d) *Is subject to all zoning regulations (CCMC § 17.10.010(B)).*

WHEREAS, Planning Commission finds that the proposed site plans and designs of structures satisfy the Site Plan & 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*

MINOR VARIANCE PERMIT (APPLICATION VAR26-01)

For requested reduced front and rear setbacks for a proposed single-family residential development

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.*

WHEREAS, the Planning Commission finds that the proposed variance requests satisfy the Variance Permit Review requirements (CCMC §§ 17.56.010 (A through E)), in that the requests meet:

- a) That there are exceptional and extraordinary circumstances of conditions applicable to the property involved (CCMC 17.56.010(A));*
- b) That such variance is necessary for the preservation and enjoyment of the substantial property right possessed by other property in the same vicinity and zone and denied to the property in question (CCMC 17.56.010(B));*
- c) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity and zone in which property is located (CCMC 17.56.010(C));*
- d) The granting of such variances will not adversely affect the general plan for Crescent City (CCMC 17.56.010(D));*
- e) That a public hearing wherein the applicant is heard and in which he substantiates all of the conditions cited above (CCMC 17.56.010(E)); and*
- f) That the planning commission is reviewing such requests and hearing the evidence finds that conditions of subsections A through E of this section have been met (CCMC 17.56.010(F)).*

WHEREAS, the Planning Commission finds that the proposed project is determined to be categorically exempt from the California Environmental Quality Act (CEQA) under Class 3 § 15303(b) (New Construction of Small Structures), Class 5 § 15305(a). (Minor Alterations in Land Use Limitations), and Class 32 § 15332 (In-fill Development) of the CEQA Guidelines, in that the proposed project:

- a) Is located within City limits and is surrounded by existing development;*
- b) Consists of a single-family dwelling residential development;*
- c) Is considered a minor alternation to setback limitations with a slope less than 20% and does not result in any changes to residential use or exceed density;*
- d) Requests variances for minor side and rear yard setbacks which does not result in a new parcel;*
- e) Is consistent with the Crescent City General Plan's Residential – Single-Family (2-6 du per acre) (SF 2-6) land use designation and is consistent with the Crescent City's Low-Density Residential District (R-1) Zoning Code;*
- f) Is located in the City of Crescent City, is approximately 0.29 acres, and is located adjacent to existing residential uses;*

MINOR VARIANCE PERMIT (APPLICATION VAR26-01)
For requested reduced front and rear setbacks for a proposed single-family residential development

- g) 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;*
- h) Is within a developed residential area that already services residential use and has a limited potential to result in significant traffic, noise, air quality, or water quality impacts; and*
- i) Is surrounded by and is already adequately served by utilities and public services.*
- j) No exceptions apply (CEQA Guidelines § 15300.2).*

NOW THEREFORE, BE IT HEREBY RESOLVED by the Planning Commission of the City of Crescent City grants Branden Bieber's Minor Variance Permit (Application VAR26-01) for requested reduced front and rear setbacks for a proposed single-family residential development at the address above be 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 20th day of August 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 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

DRAFT RESOLUTION NO. PC2026-14

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
CRESCENT CITY TO GRANT BRADEN BIEBER'S MINOR VARIANCE
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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 Residential Single-Family 2-6 dwelling units (du) per acre (SF 2-6) land use designation, in that the proposed project:

- a) *Is categorized as principally permitted "single family dwellings" at "densities range from two to six dwelling units per acre" within the SF 2-6;*
- b) *Provides "for low to moderate residential development within the urban boundary" within the SF 2-6;*
- c) *Is supported by the General Plan goal (1.F) and policies (1.A.2 & 1.F.2); and*
- d) *Is supported by the Housing Element policy HP-1.1.*

WHEREAS, the Planning Commission finds that the proposed project (with a Variance Permit) is consistent with the Crescent City's Low-Density Residential District (R-1) 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 principally permitted as "single-family dwellings" (CCMC § 17.10.020(A));*
- c) *Provides "living areas where development is limited to low-density concentrations of single-family dwellings" (CCMC § 17.10.010(A)); and*
- d) *Is subject to all zoning regulations (CCMC § 17.10.010(B)).*

WHEREAS, Planning Commission finds that the proposed site plans and designs of structures satisfy the Site Plan & 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;*
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MINOR VARIANCE PERMIT (APPLICATION VAR26-01)

For requested reduced front and rear setbacks for a proposed single-family residential development

destruction of the environment and ground cover to avoid the creation of hazardous conditions and drainage problems;

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- b) That such variance is necessary for the preservation and enjoyment of the substantial property right possessed by other property in the same vicinity and zone and denied to the property in question (CCMC 17.56.010(B));*
- c) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity and zone in which property is located (CCMC 17.56.010(C));*
- d) The granting of such variances will not adversely affect the general plan for Crescent City (CCMC 17.56.010(D));*
- e) That a public hearing wherein the applicant is heard and in which he substantiates all of the conditions cited above (CCMC 17.56.010(E)); and*
- f) That the planning commission is reviewing such requests and hearing the evidence finds that conditions of subsections A through E of this section have been met (CCMC 17.56.010(F)).*

WHEREAS, the Planning Commission finds that the proposed project is determined to be categorically exempt from the California Environmental Quality Act (CEQA) under Class 3 § 15303(b) (New Construction of Small Structures), Class 5 § 15305(a). (Minor Alterations in Land Use Limitations), and Class 32 § 15332 (In-fill Development) of the CEQA Guidelines, in that the proposed project:

- a) Is located within City limits and is surrounded by existing development;*
- b) Consists of four dwelling unit multi-family residential structure;*
- c) Is considered a minor alternation to setback limitations with a slope less than 20% and does not result in any changes to residential use or exceed density;*
- d) Requests variances for minor side and rear yard setbacks which does not result in a new parcel;*
- e) Is consistent with the Crescent City General Plan's Residential – Single-Family (2-6 du per acre) (SF 2-6) land use designation and is consistent with the Crescent City's Low-Density Residential District (R-1) Zoning Code;*
- f) Is located in the City of Crescent City, is approximately 0.29 acres, and is located adjacent to existing residential uses;*

*MINOR VARIANCE PERMIT (APPLICATION VAR26-01)
For requested reduced front and rear setbacks for a proposed single-family residential
development*

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- j) No exceptions apply (CEQA Guidelines § 15300.2).*

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AYES:

NOES:

ABSTAIN:

ABSENT:

Ray Walp, Chairperson

ATTEST:

Heather Welton, Community Development Specialist

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