

Peter O'Brien, Chair, Planning Commissioner  
Amy Fernandez, Co-Chair, Planning  
Commissioner  
Dawnmarie Autry, Planning Commissioner  
Brian Devlin, Planning Commissioner  
Annie Ohlund, Planning Commissioner



Jason Ledbetter, City Manager  
Emily Aldrich, Finance Director  
Matthew Bray, Public Works Director  
John Elsnab, Human Resources Director  
Mark Gilman, Police Chief  
Rhetta Hogan, Asst. City Manager  
Andrew Jared, City Attorney  
Jerry Lemos, Fire Chief  
Juliana Lucchesi, Community Dev. Director  
Cyndy Prohaska, City Clerk

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**YREKA PLANNING COMMISSION MEETING AGENDA**  
**November 15, 2023 - 6:00 PM**  
**Yreka City Council Chamber, 701 Fourth Street, Yreka, CA**  
**Phone 530-841-2386, Facsimile 530-842-4836, email: [cityclerk@ci.yreka.ca.us](mailto:cityclerk@ci.yreka.ca.us)**

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**Regular Meetings of the Planning Commission are held on the 3<sup>rd</sup> Wednesday of every month.**

**Join this meeting via Zoom:**

**Link:** <https://us02web.zoom.us/j/6194957056>  
**Meeting ID#** 619-495-7056

*Members of the public may also remotely listen to and participate in the meeting via teleconference. If you wish to listen or participate in this meeting through teleconference, simply dial into the conference number below, and enter the meeting ID#.*

**Conference call in Number: 669-900-6833 (Toll-Free 888 788 0099)**

“RAISE YOUR HAND” to provide public comment for your desired item. Speakers will be asked to identify themselves.

- **Online:** If you are online, click on “raise hand” on the bottom of your screen.
- **Mobile App:** In the mobile app, you can raise your hand by tapping the "Raise Hand" option in the "More" tab.
- **Telephone:** If you are calling in via telephone, to raise your hand, dial \*9 (star-nine). Speakers will be called on by the last four digits of their phone number. To unmute yourself dial \*6 (star-six).

The full agenda packet can be found on the City’s website at [www.ci.yreka.ca.us/AgendaCenter](http://www.ci.yreka.ca.us/AgendaCenter). Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection 72 hours before each regularly scheduled meeting at the City Clerk’s office at City Hall, located at 701 4th St, Yreka, California during normal business hours. Any writing that is subject to disclosure that relates to an agenda item for open session distributed less than 72 hours prior to the meeting will be available for public inspection at the City Clerk’s office during normal business hours.

Materials distributed to a majority of Commissioners less than 72 hours before a meeting will be available for public inspection on the City’s website at [www.ci.yreka.ca.us/AgendaCenter](http://www.ci.yreka.ca.us/AgendaCenter).

**1. 6:00PM CALL TO ORDER AND PLEDGE OF ALLEGIANCE:**

**2. ROLL CALL**

**3. SPECIAL PRESENTATIONS AND/OR ANNOUNCEMENTS:**

This time slot is for informational presentations, appointments, or awards to be presented by the Planning Commission or to the Planning Commission.

#### 4. **PUBLIC COMMENTS:**

Public participation is welcomed and invited at all Planning Commission meetings regarding issues or matters not on the agenda but still within the jurisdiction of the Planning Commission of Yreka. If your comments concern an item noted on the Agenda, please address the Planning Commission when that item is open for public comment.

The City requests that persons addressing the Planning Commission refrain from making personal, slanderous, profane, or disruptive remarks.

Planning Commissioners, when recognized by the Chair, may ask clarifying questions of presenter but no action may be taken by the Planning Commission during the public comment section of the meeting. Under the Brown Act, the Planning Commission is prohibited from discussing or taking action on any item not listed on the posted agenda.

This time is set aside for residents to address the Planning Commission on matters listed on the Consent Agenda as well as other items not included on the Agenda. If your comments concern an item listed under the Public Hearing, Old or New Business sections of the Agenda, please address the Commission when that item is open for public comment.

- Please speak into the microphone from the podium. The podium electronically adjusts up and down to accommodate speaker.
- Please state your name for the record prior to providing your comments.
- Please address the Commissioners as a whole.
- If you have documents to present, please provide a minimum of seven (7) copies. These become a public record.
- Please limit your remarks to three (3) minutes.
- Since the Planning Commission is unable to take action on issues not on the agenda, your matter may be referred to staff for follow up or be placed on a future agenda.

Public comments period is **not** intended to be a “Question and Answer” period or conversations with the Planning Commissioners or City staff.

#### 5. **CONSENT AGENDA:**

All matters listed under the consent agenda are considered routine and non-controversial and will be enacted by one motion unless any member of the Planning Commission wishes to remove an item for discussion.

- a. Approval of Minutes of the Regular Meeting held September 20, 2023.

**Recommended Planning Commission Action:** Motion to Adopt the Consent Agenda of the Planning Commission of the City of Yreka as presented.

#### 6. **PUBLIC HEARING: None**

#### 7. **OLD BUSINESS: None**

#### 8. **NEW BUSINESS:**

- a. **General Plan 2044 Draft Vision Statement and Guiding Principles**

The Planning Commission will consider and discuss a presentation on the 2044 Visioning public engagement and input on a draft visioning statement and guiding principles for the General Plan update.

**Recommended Planning Commission Action: Discussion and Direction to Staff on Draft Visioning Statement and Guiding Principles**

**9. FUTURE PLANNING ITEMS:**

Future agenda items are action items and presentations to the Planning Commission that may occur within the next 90-days. All dates are tentative and subject to change if needed.

**10. ADJOURNMENT: - Next meeting December 20, 2023 at 6:00PM**

*In compliance with the requirements of the Brown Act, notice of this meeting has been posted in a publicly accessible place, 72 hours in advance of the meeting.*

*Public Hearings: If you wish to challenge in court any of the matters on an agenda for which a public hearing is to be conducted, you may be limited to raising only those issues which you (or someone else) raised orally at the public hearing or in written correspondence received by the City at or before the hearing. Any person seeking to challenge a Planning Commission decision made as a result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the Commission, shall be required to commence that action 90 days following the date on which the decision becomes final as provided in Code of Civil Procedure Section 1094.6. Please refer to Code of Civil Procedure 1094.6 to determine how to calculate when a decision becomes "final."*

*"CHALLENGING DECISIONS OF CITY ENTITIES The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of Yreka is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing. If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Yreka, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies."*

*The City of Yreka does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disability, or any other legally protected classes in employment or provision of services. **In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the City Clerk 48 hours prior to the meeting at (530) 841-2386 or by notifying the Clerk at [cityclerk@ci.yreka.ca.us](mailto:cityclerk@ci.yreka.ca.us).***

**AFFIDAVIT OF NOTIFICATION AND POSTING**

STATE OF CALIFORNIA)  
COUNTY OF SISKIYOU) SS  
CITY OF YREKA )

I, Cyndy Prohaska, City Clerk for the City of Yreka, hereby declare under penalty of perjury that a copy of the above Agenda of the Regular Meeting of the Planning Commission of the City of Yreka, California, was delivered and/or notice by email not less than 72 hours, before the hour of **6:00PM on November 15, 2023** to the members of the governing agency, and caused the agenda to be posted on the City's website at [www.ci.yreka.ca.us](http://www.ci.yreka.ca.us) and posted at Yreka City Hall, 701 Fourth St., Yreka, California.

/s/: Cyndy Prohaska

Peter O'Brien, Chair, Planning Commissioner  
Amy Fernandez, Co-Chair, Planning  
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Mark Gilman, Police Chief  
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Jerry Lemos, Fire Chief  
Juliana Lucchesi, Community Dev. Director

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## YREKA PLANNING COMMISSION MEETING MINUTES

September 20, 2023 - 6:00 PM

Yreka City Council Chamber, 701 Fourth Street, Yreka, CA

Phone 530-841-2386, Facsimile 530-842-4836, email: [cityclerk@ci.yreka.ca.us](mailto:cityclerk@ci.yreka.ca.us)

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### 1. **6:00PM CALL TO ORDER AND PLEDGE OF ALLEGIANCE:**

The meeting was called to order at 6:00PM.

### 2. **ROLL CALL**

Commission Chair O'Brien called roll, Planning Commissioners Autry, Devlin, Fernandez, O'Brien were present. Planning Commissioner Ohlund was absent.

### 3. **SPECIAL PRESENTATIONS AND/OR ANNOUNCEMENTS:**

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### 4. **PUBLIC COMMENTS:**

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## 5. **CONSENT AGENDA:**

All matters listed under the consent agenda are considered routine and non-controversial and will be enacted by one motion unless any member of the Planning Commission wishes to remove an item for discussion.

- Approval of Minutes of the Regular Meeting held August 16, 2023.

**Recommended Planning Commission Action:** Motion to Adopt the Consent Agenda of the Planning Commission of the City of Yreka as presented.

No public comment was received.

Motion to approve the Consent Agenda as presented:

MOTIONED: Commissioner Devlin

SECONDED: Commissioner Fernandez

AYES: Commissioners Autry, Devlin, Fernandez, and O’Brien

NOES: -0-

ASTAIN: -0-

ABSENT: Ohlund

Dawnmarie Autry is recusing herself prior to the public hearing as she has commented earlier on the item under discussion at the public hearing.

## 6. **PUBLIC HEARING:**

- Title:** 2021-45: Yreka Travel Center and Hotel Development Planned Unit Development Amendment, Conditional Use Permit Amendment, and Variance

The Planning Commission will hold a public hearing and consider the following amendment to Planned Unit Development Planned Unit Development (“PUD”) No. 5-98 and Associated Use Permit No. 2883 and Approving Variance 2021-45 For Assessor’s Parcel Numbers 053-642-350, 053-642-360, 053-642-370, And 053-642-380 Within the City Of Yreka. The application proposes two phases, herein referred to as the “Project”: Phase I - a 12,300 square-foot building consisting of a convenience store, a food hall, and retail shop open 7 days a week, 24 hours a day; a fuel center, with eight dispensers for automobiles and RVs, a separate fuel center with four diesel dispensers for semi-trucks, and a 99-space parking lot; Phase II - a 70-room, three-story hotel, and parking.

**Recommended Action:** 1. Hold public hearing and accept public comment. 2. Motion to approve Resolution 2023-06 A Resolution of the Planning Commission of the City of Yreka Approving Amendment to Planned Unit Development (“PUD”) No.5-98 and Associated Use Permit No. 2883 and Approving Variance 2021-45 For Assessor’s Parcel Numbers 053-642-350, 053-642-360, 053-642-370, And 053-642-380 Within the City Of Yreka

No public comment was received.

Motion to approve the Consent Agenda as presented:

MOTIONED: Commissioner Fernandez

SECONDED: Commissioner Devlin

AYES: Commissioners Devlin, Fernandez, and O’Brien

NOES: -0-

ASTAIN: -0-

ABSENT: Ohlund

RECUSED: Commissioner Autry

7. **OLD BUSINESS: None**

8. **NEW BUSINESS: None**

9. **FUTURE PLANNING ITEMS:**

Future agenda items are action items and presentations to the Planning Commission that may occur within the next 90 days. All dates are tentative and subject to change if needed.

a. General Plan 2044 Vision Statement and Guiding Principles – October 18, 2023

10. **ADJOURNMENT: - Next meeting October 18, 2023 at 6:00PM**

Meeting was adjourned at 7:55PM.