

AGENDA  
YREKA PLANNING COMMISSION  
Yreka City Council Chamber – 701 Fourth Street, Yreka, Ca.  
**August 19, 2015 at 6:30 P.M.**

Call to Order

Pledge of allegiance

Conflict of Interest Declaration – Planning Commissioners

**PUBLIC COMMENTS:** This is the time for public comments. Commissioners may ask questions but may take no action during the public comment section of the meeting, except to direct staff to prepare a report or place an item on a future agenda. If you are here to make comments on a specific agenda item, please speak at that time. If not, this is the time. Please limit your remarks to 5 minutes.

**SPEAKERS:** Please state your name and mailing address so that City Staff can respond to you in regard to your comments, or provide you with information, if appropriate. You are not required to state your name and address if you do not desire to do so.

1. Consent Calendar - Discussion/Possible Action – All matters listed under the consent calendar are considered routine and will be enacted by one motion unless any member of the Planning Commission wishes to remove an item for discussion or a member of the audience wishes to comment on an item. The City Manager recommends approval of the following consent calendar item:
  - a. Approval of Minutes of the meeting held May 20th, 2015.
2. Discussion/Possible Action – Consideration of proposed categorical exemption and Sign Use Permit for double sided internally illuminated sign cabinet post sign with Electronic Time and Temperature Reader Board 84” x 60” (70 sq. ft. total), 7 ½ feet high. Property location 845 Fourth Street, Yreka, California, RPO (Residential Professional Office) Zone and MDR (Medium Density Residential) General Plan Designation.  
Assessor’s Parcel Number: 061-162-050.

Project applicant is Siskiyou Central Credit Union.

Project Number: Sign Use Permit (SUP) # 4257

- a. Staff Report
- b. Public Hearing
- c. Decision
  - Categorical Exemption
  - Adopt Resolution No. 2015-7 Approval of Sign Use Permit # 4257 at 845 Fourth Street (061-162-050).

## Commissioner's Statements and Comments

### Adjournment

Decisions of the Planning Commission may be appealed to the City Council by filing a written notice of appeal within 10 calendar days of the decision. Appeal must be submitted to the City Clerk's office together with the appeal fee of \$150.00 plus publication fee if required.

If you challenge any action taken pursuant to the California Environmental Quality Act, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Department at, or prior to, the public hearing. (Public Resources Code Section 21177)

All documents produced by the City which are related to an open session agenda item and distributed to the Planning Commission are made available for public inspection in the City Clerk's office during normal business hours.

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

*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) 841-2324 or by notifying the Clerk at [casson@ci.yreka.ca.us](mailto:casson@ci.yreka.ca.us).*

MINUTES OF THE REGULAR MEETING OF THE  
YREKA PLANNING COMMISSION HELD  
ON THE 20<sup>th</sup> OF MAY 2015

On the 20<sup>th</sup> day of May, 2015 at 6:30 p.m., the Planning Commission of the City of Yreka met in the City Council Chamber in said City in regular session. The meeting was called to order by Chair Osborn and present were:

Commissioners: Duane Kegg, Diane Knitter, Steve Leal, Matt Osborn and Richard Rolzinski.  
Absent: Paul McCoy & Barry Ohlund.

Conflict of Interest Declaration – N/A

**PUBLIC COMMENTS:** Scott Quinn - Land Manager for the Karuk Tribe introduced himself to the Planning Commissioners and spoke in regards to a future Conditional Use Permit for the casino parking lot located at the end of Sharps Road.

Consent Calendar - Chair Osborn announced that all matters listed under the consent calendar are considered routine and will be enacted by one motion unless any member of the Planning Commission wishes to remove an item for discussion or a member of the audience wishes to comment on an item:

- a. Approval of Minutes of the regular meeting held on April 15, 2015.

Following Commission discussion, Commissioner Rolzinski moved to approve the minutes of the regular meeting held April 15, 2015 as submitted.

Commissioner Kegg seconded the motion, and upon roll call, the following voted YEA: Kegg, Knitter, Leal, Osborn and Rolzinski.

Chair Osborn thereupon declared the motion carried.

Discussion/Possible Action – Discussion/Possible Action – Consideration of proposed categorical exemption and Conditional Use Permit for the establishment and operation of a Personal Training Studio.

The Commission reviewed Resolution No. PC 2015-06 Condition Use Permit for the establishment and operation of a Personal Training Studio. Property location is 116 Davis Road, Yreka, California, M-1 (Light Industrial) Zone and GC (General Commercial) General Plan Designation. Assessor's Parcel Number: 062-051-550.

Assistant City Manager Liz Casson presented the Commission with the staff report and the following background – The subject property is zoned M-1 Light Industrial. Yreka Municipal Code (YMC) provides that a use such as a Personal Training Studio is a permitted use in the M-1

Zone upon approval of a conditional use permit.

The business is located in an existing facility and can be served by the existing parking lot on site if the Planning Commission agrees to continue the modified parking standards in accordance with YMC 16.54.140B, and the Parking Plan approved by the Yreka Planning Commission on November 17, 1999.

Based on the hours of operation and small cliental of the proposed project, staff believes that utilization of the existing parking plan will not create an unreasonable hardship to the neighboring businesses, and is therefore recommending approval of the continued use of the existing modified parking standards.

City staff recommends approval subject to the proposed findings and conditions of approval, which includes a determination that the proposed project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Existing Facilities.

Notification of the public hearing was mailed to property owners/occupants located within 300 feet of the proposed project on May 6, 2015 and a Notice of Public Hearing was published in the Siskiyou Daily News on May 8, 2015.

Public Hearing – This being the time and date set for the public hearing, Chair Osborn opened the hearing to the audience.

There being no statements or comments received, Chair Osborn closed the public hearing and discussion was opened to the Commission.

Applicant Mykala Butts-Hord from Crossfit Northern Limits was present to answer questions regarding the application.

Following Commission discussion, Commissioner Knitter moved to make the findings that the proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15301, Existing Facilities of the CEQA Guideline.

Commissioner Leal seconded the motion, and upon roll call, the following voted YEA: Kegg, Knitter, Leal, Osborn and Rolzinski.

Chair Osborn thereupon declared the motion carried.

Commissioner Leal moved to adopt Planning Commission Resolution #PC 2015- 06 making the findings and subject to the Conditions of Approval and approve Conditional Use Permit #4248, to allow the establishment and operation of the Personal Training Studio.

The following conditions shall be complied with at all times that the use permitted by this permit occupies the premises:

1. Permittee granted a permit to operate a Personal Training Studio for fully instructed fitness and athletic coaching services at 116 Davis Road, APN: 062-051-550.
2. Pursuant to Yreka Municipal Code Section 16.54.140 B, the off-street parking spaces required for the use of the site as a Personal Training Studio is modified to 4 spaces, in accordance with the Parking Plan approved by the Planning Commission November 17, 1999.
3. The off-street parking plan and facilities approved by the Planning Commission shall not be deviated from unless prior approval of the Planning Commission is secured, and all loading, customer, access drives and aisles shall be paved and striped and bumper rails or other barriers shall be provided in accordance with Section 16.54.090 of the Yreka Municipal Code.
4. Parking required for disabled persons shall be marked, posted, and maintained in accordance with provisions of the Motor Vehicles Code, California Building Code and any other law or regulation now or hereinafter enacted relating to parking for disabled persons. A minimum of one (1) accessible parking space is required for a parking lot with 1 to 25 parking spaces.
5. Use shall be conducted in accordance with the application as submitted for the property located at 116 Davis Road, as approved by the Planning Commission on May 20, 2015.
6. Permittee shall comply at all times with the zoning district regulations for a M-1, Light Industrial zone as set forth in section 16.40 of the Yreka Municipal Code.
7. Permittee shall obtain a building permit and shall pay the necessary fees prior to making any building, electrical, mechanical, or plumbing installations and/or improvements to the structure. Public infrastructure improvements such as curb, gutter, sidewalk, curb ramps, driveway approaches, streetlights and asphalt concrete street pavement may be required upon issuance of a building permit in accordance with Yreka Municipal Code Section 11.24.030. If such improvements already exist, damaged public improvements shall be repaired and/or replaced to restore the improvements to a condition satisfactory to the Director of Public Works in accordance with Yreka Municipal Code Section 11.24.030.
8. Permittee shall secure a Certificate of Occupancy and approval of the Building Official and Fire Marshal that structure meets building standards and fire regulations of the Uniform Building and Fire Codes prior to use of a Personal Training Studio.
9. No signs shall be placed on the premises without first obtaining a sign permit.
10. Permittee shall secure an annual City business license to carry on the business of a Personal Training Studio for fully instructed fitness and athletic coaching services.
11. The use permit granted in accordance with the terms of this title may be revoked if any of the conditions or terms of such permit are violated or if any law or ordinance is violated in connection therewith, or if the Planning Commission finds, with the concurrence of the City

Council, that the continuance of the use permit will endanger the public health, safety, or welfare.

Commissioner Knitter seconded the motion, and upon roll call, the following voted YEA:  
Kegg, Knitter, Leal, Osborn and Rolzinski.

Chair Osborn thereupon declared the motion carried.

The foregoing Resolution #2015-06 was adopted by the Planning Commission on the 20<sup>th</sup> day of May, 2015 by the following vote: Ayes: 5, Nays: 0

Discussion/Possible Action – Approval of one-year extension of the Site Plan approved under Conditional Use Permit # 3568 to construct, establish and operate a 6,400 sq. ft. restaurant and a 4,125 sq. ft. retail/office building with 111 parking spaces on a project site of 1.7 acres. Project location is 1515 S. Main/175 Greenhorn Road, Yreka, California, CH (Commercial Highway) Zone and GC (General Commercial) General Plan Designation.  
Assessor's Parcel Number: 062-041-050.

Assistant City Manager Liz Casson presented the Commission with the staff report and the following background – Marco Ramos has submitted an application for a one-year extension of the Site Plan approved under Conditional Use Permit No. 3568, which was originally approved on February 15, 2006 for the construction of a 6,400 sq. ft. restaurant and a 4,125 sq. ft. retail/office building. Subsequent extensions were requested and approved in 2007, 2008, 2009, 2010, 2011, 2012, 2013, and 2014.

Staff has reviewed this application and recommends approval of a one-year extension subject to the amended findings and conditions. The proposed conditions have been amended substantially to reflect changes to requirements relating to public improvement requirements that have been implemented since the permit was originally issued in 2006.

Following discussion, Commissioner Leal moved to approve a one year extension of the Site Plan approved under Permit No. 3568, subject to the amended findings and conditions of approval.

The following conditions shall be complied with at all times that the use permitted by this permit occupies the premises:

1. All conditions hereinafter set forth shall be complied with by the Permittee prior to issuance of a certificate of occupancy. The premises shall not be occupied or opened to the public until all conditions hereinafter set forth have been complied with by the Permittee.
2. All elements of the project application including the site plan shall be complied with as approved. The permissions granted with this approval shall not be expanded or modified beyond the approvals detailed in this Conditional Use Permit and without approval by the Planning Department.
3. Minor changes may be approved by the City Manager, or his designee, upon receipt of a

substantiated written request by the applicant, or their respected designee, with all required fees. Prior to such approval, verification shall be made by each Department that the modification is consistent with the application, fees paid, and environmental determination as conditionally approved. Changes deemed to be major or significant in nature shall require an application for amendment for approval by the City of Yreka with all applicable fees paid by the applicant.

4. Site development and grading shall be designed to provide access to all entrances and exterior ground-floor exits and to normal paths of travel and shall incorporate pedestrian ramps, curb ramps, etc. Access shall be provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger-loading zones if provided, and public streets or sidewalks. When more than 1 building or facility is located on a site, accessible routes of travel shall be provided between buildings and accessible site facilities, accessible element, and accessible spaces that are on the same site. The accessible route of travel shall be the most practical direct route between accessible building entrances, accessible site facilities, and the accessible entrance to the site.

5. Sewer lines, waterlines, electric-service facilities, and other utilities; drainage facilities; necessary electric- and public-service easements; and street dedications are to be provided in accordance with the Yreka Municipal Code and as specified by the Engineering Division.

6. New utilities within the project, including, but not limited to, electric, cable television, and phone, shall be installed underground.

7. All commercial developments shall have backflow prevention devices on domestic and fire services as required by the City of Yreka Construction Standards.

8. Applicant shall note that the California Green Building Code Section 5.304.2 requires a separate water meter and water service for irrigation of landscape areas when a commercial project includes more than 1,000 square feet of irrigated landscape. All utility and landscape plans shall depict the proposed location of the water meter and identify the total area of landscape proposed with the project.

9. On-site and street-side fire hydrants are to be installed in accordance with the California Fire Code in locations approved by the City Fire Marshal. Fire hydrants shall have a fire flow meeting Appendix III-B of the California Fire Code. In no case shall the water mains be less than 6 inches in diameter. If a hydrant is located on private property, adequate access shall be provided to and around the hydrant as determined by the Fire Marshal.

10. Storm-drain facilities shall be designed consistent with the requirements of City Construction Standards. Project design shall incorporate Best Management Practices (BMPs) to minimize the polluting of stormwater, both during construction and long-term. Should the maintenance costs of the long-term pollution control measures exceed typical storm-drain-system costs, such costs shall be borne by the project by way of a landscape maintenance district, escrow account, or other such financing mechanism.

11. Prior to improvement-plan approval, the developer must obtain approval for proper management of stormwater peak flows in accordance with Technical Memorandum Storm drain system design & Evaluation Criteria for City of Yreka, dated July 14, 2006 and the specifications of the City Engineer. Such measures shall address impacts from the 10-, 25-, and 100-year-storm events. Projects shall address peak flows to maintain predevelopment levels at all locations downstream of the project. A drainage report shall be prepared to the format outlined by the Engineering Division, stamped and signed by a qualified engineer, and provided to the Engineering Division with submittal of project improvement plans.

12. Permittee shall obtain approval of all required public improvements through the Department of Public Works and its encroachment permit process for construction of and/or connection to any City sewer, water, or storm drain. Plans prepared by a registered civil engineer may be required for the Department of Public Works, in addition to the plans prepared for the Building Department, for any public infrastructure improvements that need to be constructed. Site plan approval does not include approval of any public improvements.

13. An encroachment permit shall be obtained prior to any work, including curb, gutter, sidewalk, and driveway approach, in the public right-of-way, or affecting public improvements.

14. Permittee shall submit a grading plan for review and approval prior to construction or any on-site grading. The plans for public improvements and for grading are to be submitted to and approved by the Department of Public Works and the Building Official, respectively.

15. Permittee shall submit a stormwater detention analysis and drainage plan for review and approval by Director of Public Works and Building Official Works prior to start of construction or any on site grading specifically related to the needs of the proposed project. Onsite detention or storm drain extension may be required. Low Impact Development (LID) techniques and facilities shall be used to the maximum extent possible. A Storm Water Pollution & Prevention Plan (SWPPP) may be required to comply with California State Law.

16. Permittee shall construct driveway approach and sidewalks to meet current ADA standards. An encroachment permit shall be obtained from Caltrans prior to any work, including curb, gutter, sidewalk, driveway approach, and utility connections, in the South Main Street (State Route 3) right-of-way.

17. Any work or traffic control that would encroach onto the State Right of Way requires an encroachment permit issued by Caltrans.

18. Project shall submit a Project Drainage Report meeting Caltrans standard accurately analyzing the proposed drainage conditions and shall include detailed drainage calculations for anticipated rainfall intensities, time of concentration, composite runoff coefficient(s), runoff discharge at any discharge location, the capacity of any retention basin, basin overflow locations etcetera. The analysis should be provided for both the pre- and post- construction site conditions to show the post construction runoff discharges do not exceed pre-construction runoff discharges. Caltrans must review and approve the Project Drainage Report before a building permit for the

project is issued.

19. No increase in runoff discharge from the post-project site may be discharged to the State Highway System right-of-way above the historic discharge from the site under the pre-construction site conditions.

20. Permittee shall install a backwater valve on the sewer lateral as required by the California Plumbing Code.

21. The site and landscape plans submitted for Casa Ramos by Marco Ramos and approved by the City shall not be deviated from unless prior written approval is secured.

22. The off-street parking plan and facilities approved by the Planning Commission shall not be deviated from unless prior approval of the Planning Commission is secured, and all loading, customer, and employee parking areas, access drives and aisles shall be paved and striped and bumper rails or other barriers shall be provided, as determined by the Director of Public Works and in accordance with Section 16.54.090 of the Yreka Municipal Code.

23. Adequate off-street parking facilities shall be provided as determined by the Planning Department as follows: Restaurant - One (1) space for each three seats plus one space for each employee of the maximum working shift for the restaurant use and one space for each two hundred square feet of floor area for retail/office use as set forth in Section 16.54.020.A.5 (a) and 16.54.020.A.2(a) of the Yreka Municipal Code. As submitted, the project requires one hundred and nine (109) parking spaces.

24. Parking required for disabled persons shall be marked, posted, and maintained in accordance with provisions of the Motor Vehicles Code, California Building Code and any other law or regulation now or hereinafter enacted relating to parking for disabled persons. Minimum required number of accessible parking spaces for this project is five (5).

25. Use shall be conducted in accordance with the site plan as submitted for the property located at 1515 S. Main Street/ 175 Greenhorn Road, as approved by the Planning Commission on February 15, 2006, and the site plan shall not be changed or deviated from without approval of the Planning Commission; provided, however, upon request of the Permittee and showing of good cause, the City Manager is authorized to permit minor modifications of the site plan without resubmission to the Planning Commission.

26. All landscaping shall be installed, maintained, and replaced as necessary as depicted on the approved landscape plan, and shall be completed prior to issuance of a certificate of occupancy or until security is posted in the amount of one hundred fifty percent (150%) to cover the costs of the unfinished work.

27. Prior to any building plan submittal, a landscape plan shall be submitted and approved by the City Manager in accordance with Section 16.52.030 of the Yreka Municipal Code, the following is required:

- a. Five percent of the parking area shall be planted with trees, shrubs, and ground cover.
  - b. A minimum of one 5-gallon sized tree is required per ten (10) parking spaces.
  - c. Parking areas provided adjacent to the street shall be separated from the street by landscaping within the required building setback area. One 15-gallon sized tree for each one hundred (100) feet of street frontage and one-gallon sized shrub for each five (5) feet of street frontage is required. This landscape area does not qualify for the five percent requirement in subsection (a.).
28. The installation and maintenance of the landscaping shall be per the approved Landscape plan. As necessary, replacement of landscaping is required to match the approved plan. Water efficient irrigation system shall be installed for the landscaping in accordance with Yreka Municipal Code Section 16.52.030 (E).
29. Permittee shall obtain a building permit and shall pay the necessary fees including Utility Services, Impact and Connection fees prior to starting construction. Public infrastructure improvements such as curb, gutter, sidewalk, streetlights, curb ramps, driveway approaches and asphalt concrete street pavement may be required upon issuance of a building permit in accordance with Yreka Municipal Code Section 11.24.030. If such improvements already exist, damaged public improvements shall be repaired and/or replaced to restore the improvements to a condition satisfactory to the Director of Public Works in accordance with Yreka Municipal Code Section 11.24.030.
30. Permittee shall install a grease interceptor in accordance with the California Plumbing Code and shall comply at all times with the requirements for the Fats, Oils and Grease (FOG) Source Control Program.
31. Exterior lighting shall be directed inward to reduce off-site light impacts. Exterior lighting shall be limited to a maximum off-site light escape of one-foot candle at the property line.
32. Exterior Mechanical equipment and/or HVAC units must be screened. Trash enclosure must contain opaque gates to screen visibility of the trash dumpster.
33. Permittee shall comply at all times with the zoning district regulations for the CH, *Commercial Highway zone* as set forth in section 16.36 of the Yreka Municipal Code.
34. Permittee shall secure a Certificate of Occupancy and approval of the Building Official and Fire Marshal that structure meets building standards and the fire regulations of the Uniform Building and Fire Codes prior to use.
35. Permittee shall comply with Yreka Municipal Code Section 11.01.075 - It shall be the responsibility of anyone engaging in construction or demolition work to restrict the hours of work activity on the site as follows: No construction equipment shall be operated nor any outdoor construction or repair work shall be permitted within five hundred feet from any occupied

residence except during the hours of seven a.m. to seven p.m., Monday through Saturday, and eight a.m. to five p.m., on Sunday. Interior work which would not create noise or disturbance noticeable to a reasonable person of normal sensitivity in the surrounding neighborhood shall not be subject to these restrictions.

36. All grading and construction work on the project site shall incorporate the following debris and dust control measures:

- The project shall apply for and receive approval of all necessary permits from the Siskiyou County Air Pollution Control District.
- If visible soil material is carried onto adjacent public streets, such streets will be cleaned of the debris.

37. Permittee shall obtain a Sign Permit form the Planning Department prior to placing signs on the premises.

38. Permittee shall secure an annual City business license to carry on the business of a restaurant and/or retail sales within the City of Yreka.

39. In accordance with Yreka Municipal Code Section 16.44.050, the conditional use permit granted may be revoked and terminated if any of the terms of such permit are violated or if any law or ordinance is violated in connection therewith, or if the Planning Commission finds, with the concurrence of the City Council, that the continuance of the use permit will endanger the public health, safety, or welfare.

40. This extension of the Site Plan approval shall expire May 20, 2016, unless a building permit is issued. If a building permit has not been issued by May 20, 2016, no further extensions will be issued. At such time as the applicant desires to proceed with the project, applicant shall submit a full "Site Plan Application" to the planning department.

41. These Amended Findings and Conditions supersede all other Findings and Conditions issued pursuant to Permit No. 3568.

42. The applicant shall submit a signed copy of the Conditions of Approval to the City of Yreka Planning Division within ten (10) days of approval.

Commissioner Knitter seconded the motion, and upon roll call, the following voted YEA:  
Kegg, Knitter, Leal, Osborn and Rolzinski.

Chair Osborn thereupon declared the motion carried.

City Manager Report – City Manager Steve Baker reported to the Planning Commission that letters have been sent to two residents regarding YMC# 16.46.090 (b) Yard sale/garage sales - Frequency and Duration of Sale. It is unlawful for any person or persons to conduct, cause or permit to be conducted, at the same address, more than two yard sales during any calendar year.

05/20/2015

-10- PC

No single yard sale shall continue for more than two (2) consecutive days.

City Manager Steve Baker presented the Planning Commission with the 20<sup>th</sup> Annual Scott Valley Bank Summer Concerts in the parks schedules.

There being no further business before the Commission, the meeting was adjourned.

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Matt Osborn, Chair  
Approved by motion of the Planning  
Commission on August 19, 2015



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**CITY OF YREKA**  
**PLANNING COMMISSION AGENDA MEMORANDUM**

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To: Yreka Planning Commission

Prepared by: Liz Casson, City Clerk

Agenda Title: Discussion/Possible Action – Consideration of proposed categorical exemption and Sign Use Permit for double sided internally illuminated sign cabinet post sign with Electronic Time and Temperature Reader Board 84” x 60” (70 sq. ft. total). Property location 845 Fourth St. Yreka, California, RPO (Residential Professional Office) zone and General Plan designation MDR (Medium Density Residential). Assessor’s Parcel No. 061-162-050. Project applicant is Siskiyou Central Credit Union.

Meeting date: August 19, 2015.

Discussion:

The City has received an application for a Sign Use Permit (Attachment A) for a reader board sign. City Staff has reviewed the application and is recommending approval subject to the proposed findings and conditions of approval (Attachment C).

Background:

Yreka Municipal Code (YMC) Section 13.08.040 (b) states that Sign Use Permit requests are discretionary applications and shall require planning commission approval pursuant to the requirements of Chapter 16.44 of the Zoning Ordinance. YMC 13.08.050 gives additional criteria for sign approval applicable only to use permits. (Attachment B)

YMC Section 13.12.030 states in part: “Time and temperature and electronic reader boards may be permitted by approval of a sign use permit only when it can be determined such electronic sign will not have a negative effect on traffic safety or otherwise negatively affect the neighborhood.” (Attachment B)

The proposed site is in the vicinity of several existing residential lots, so we have included in the Findings and Conditions of approval Condition No. 7 which states “*The reader board sign shall be placed on a timer that would turn off in the evening hours so that it will not disturb the residents in the vicinity.*”

Environmental Determination:

The Planning Department believes that the proposed project meets the requirements for an exemption from further review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15311(a) “On-premise Signs”.

The Planning Commission must consider the proposed CEQA exemption together with any comments received during the public review process. Further, the exemption can only be approved if the Commission finds, based on the whole record before it, that there is not substantial evidence that the project will have a significant effect on the environment.

Staff Recommendation:

City staff has reviewed the application and recommends that the Commission make the determination that the project is exempt from the provisions of CEQA and grant approval of the Sign Use Permit subject to the proposed findings and conditions (Attachment C) through the adoption of Planning Commission Resolution No. 2015-7 (Attachment D).

A public hearing notice was published in the Siskiyou Daily News and mailed to the property owners within a 300-foot radius of the proposed project to give notice of the proposed project and invite public comment. Staff recommends that the Planning Commission utilize the following process for consideration of this matter:

1. Accept a presentation of the project by staff.
2. Open the public hearing and take public testimony.
3. Close the public hearing and initiate consideration of the project by the Planning Commission; and
4. Motion and vote by the Planning Commission.

Recommended Motion:

If the Planning Commission determines that it intends to approve the proposed project as requested in the application for SUP #4257, staff presents the following motions for consideration

1. Categorical exemption:

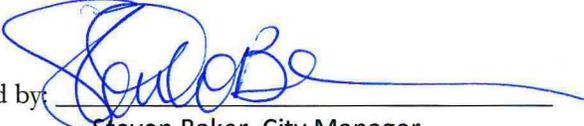
*I move that the Planning Commission determine that the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15311 (a), of the CEQA Guidelines.*

2. Sign Use Permit #4257:

*I move that the Planning Commission adopt Planning Commission Resolution #PC 2015-7 making the findings and subject to the Conditions of Approval presented as Attachment C, and approve Sign Use Permit #4257, to allow the Reader Board Sign.*

Attachments: Attachment A – Sign Use Permit Application  
Attachment B - YMC Sections 13.08.040 & 050, & 13.12.020, & 030  
Attachment C – Findings and Conditions of Approval for SUP #4257  
Attachment D – Planning Commission Resolution # PC 2015-7  
Attachment E – Site Plan & Sign Elevation

Approved by: \_\_\_\_\_

  
Steven Baker, City Manager

RECEIVED

JUL 06 2015

CITY OF YREKA PLANNING DEPARTMENT  
701 Fourth Street, Yreka, CA 96097 530-841-2324  
APPLICATION FOR SIGN PERMIT

CITY OF YREKA  
pd CR# 5057

APPLICANT: Signs Etc Inc PHONE # 541-779-9483

APPLICANT ADDRESS: 1313 Justice Rd Central Point OR

IF OTHER THAN APPLICANT,  
NAME OF PROPERTY OWNER: Siskiyou Central Credit Union

PROPERTY OWNER ADDRESS: 875 Fourth St Yreka CA

PROJECT LOCATION: same

DESCRIPTION OF PROPOSED PROJECT: **See page 2, attached hereto and made a part hereof.  
(Complete page 2 for each sign requested.)**

Applicant agrees to comply with any terms or conditions of any entitlement issued or permitted by the City pursuant to this application. The sign shall be removed within thirty days after the business closes and is no longer in operation. If signs are left on the premises, PROPERTY OWNER agrees to remove said signs within the thirty day time period.

PROPERTY OWNER'S SIGNATURE:  
(REQUIRED) [Signature]

APPLICANT SIGNATURE: [Signature] Date: 6/16/2015

To be completed by City Staff:

A.P. Number 061-162-050 ZONE: RPO GP DESIGNATION: MDR

CITY FEES:

Permit No. 4257

ADMINISTRATIVE APPROVALS & ISSUANCE .....\$75.00

Depending on the sign, a building permit may be also required. (Building Permit Fee \$47.00)

SIGN USE PERMIT - P.C. APPROVAL..... \$225.00 - Requires a separate application, sign drawings to scale and a letter to the Planning commission detailing the request for the Sign Use Permit. (A separate building permit will be required for pole signs and electrical signs).

HISTORIC DISTRICT SIGN USE PERMITS.....\$75.00 - If the site location is located within the Historic District, the sign permit will also be subject to the provisions of the Yreka Municipal Code Title 17, regulating the size, shape, material, colors, graphics, and lettering styles.

Depending on the sign, a building permit may be also required. (Building Permit Fee \$47.00)

HISTORIC SANDWICH SIGNBOARD.....\$25.00

Requires insurance certificate with separate Additionally Insured Endorsement naming the City of Yreka as additionally insured in the amount of \$1,000,000.

This page is required for each individual sign requested, request copies if more than one sign is proposed.

Applicant's Name: J Signs Etc Inc Phone # 541-779-9483  
Optional: e-mail: munday@signsetcinc.com Cell Phone: 541-696-4992  
Project Location: 845 Fourth St, Yreka, CA

Sign # 1 of 1 Description of request:

A detailed site plan drawn to scale in accordance to Step 2 of the Sign Guidelines is attached hereto and made a part hereof.

Illumination:  None  Internal  External Type \_\_\_\_\_

Location:  Front  Rear  Side North, East, West, South  
Circle one

Material  Metal  Plastic  Wood: list type \_\_\_\_\_

Other: List type: \_\_\_\_\_

Wall Sign. Advertising surface of a wall sign or a combination of wall signs (including canopy, awning and roof signs) shall not exceed one hundred (100) square feet, and in no event shall the area of the sign exceed twenty (20%) percent of the area of the building wall upon which the sign is to be placed. Dimensions of wall \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. wall.

Sign Placement:  Painted on Building  Flush Mounted: Thickness \_\_\_\_\_

Projecting Sign  Hanging Sign  Awning and Canopy Sign  Roof Sign

Attached to building: Thickness \_\_\_\_\_ Attached to building with: \_\_\_\_\_

Pole Sign (Requires parcel frontage of 100 sq. ft. - See zoning for height limits)  
(Post Sign) (this parcel has 162 sq ft)

Monument Sign (Monument sign shall not exceed 8 ft. in height, shall be required to meet setback requirements for visibility zone specific to each location., The advertising surface shall not exceed 24 sq. ft. per side YMC 13.48)

Other (describe) \_\_\_\_\_

Sign Dimensions: Size: 84" high x 60" wide = 35 Sq. ft.

Clearance: Ground to Bottom of Sign: 2 1/2 feet.

Sign area proposed with this sign 47.6 Sq. Ft.

Number of existing signs \_\_\_\_\_ = total \_\_\_\_\_ Sq. Ft. combined existing signs



Attachment A

City of Yreka  
Planning Commission  
701 Fourth Street  
Yreka, CA 96097

July 14, 2015

Planning Commission,

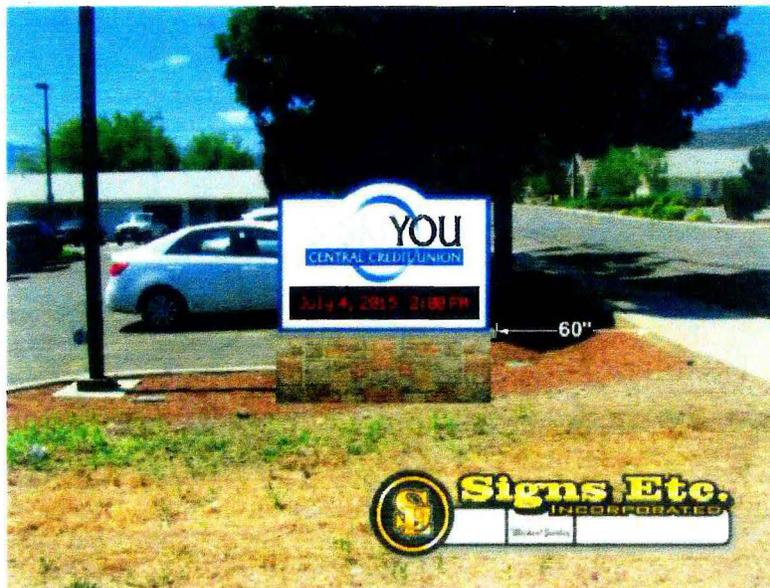
We are submitting this letter as an addendum to our application requesting approval to install new signage on the Oregon Street side of our credit union (Lot A.P. Number 061-162-050).

The sign will be located approx. 10' north of our rear parking lot; please see the attached image for a visual of our improved presence on Oregon Street.

The sign has the ability to be placed on a timer that would turn off in the evening hours so that it will not disturb the residents on Oregon Street.

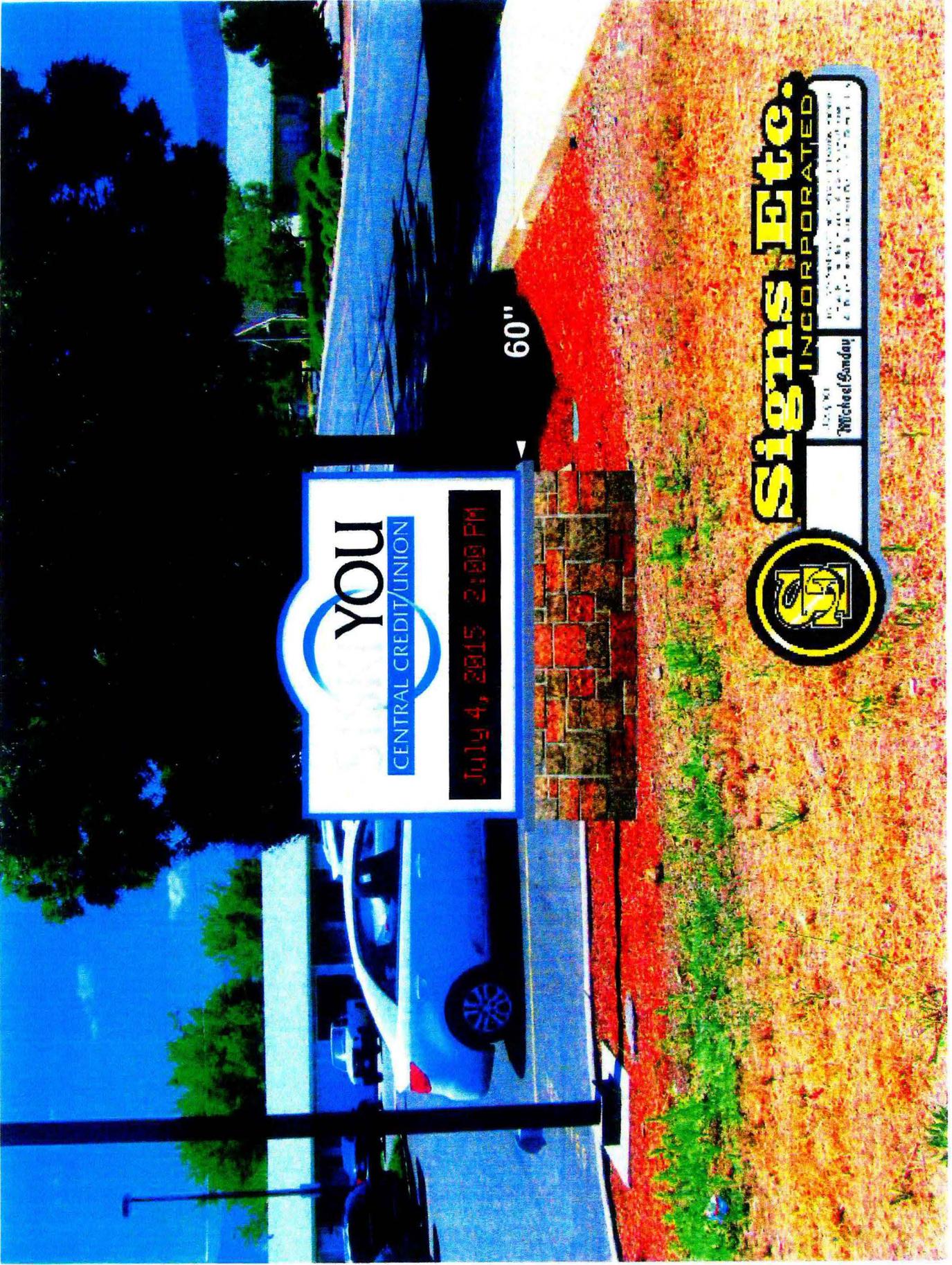
At this time the credit union has a very small wooden sign mounted on the back side of our building where the visibility is poor.

We feel our new sign would not only enhance our visibility but also provide a service to the travelers of Oregon Street by displaying the time, date and temperature as well as scrolling messages to our community.



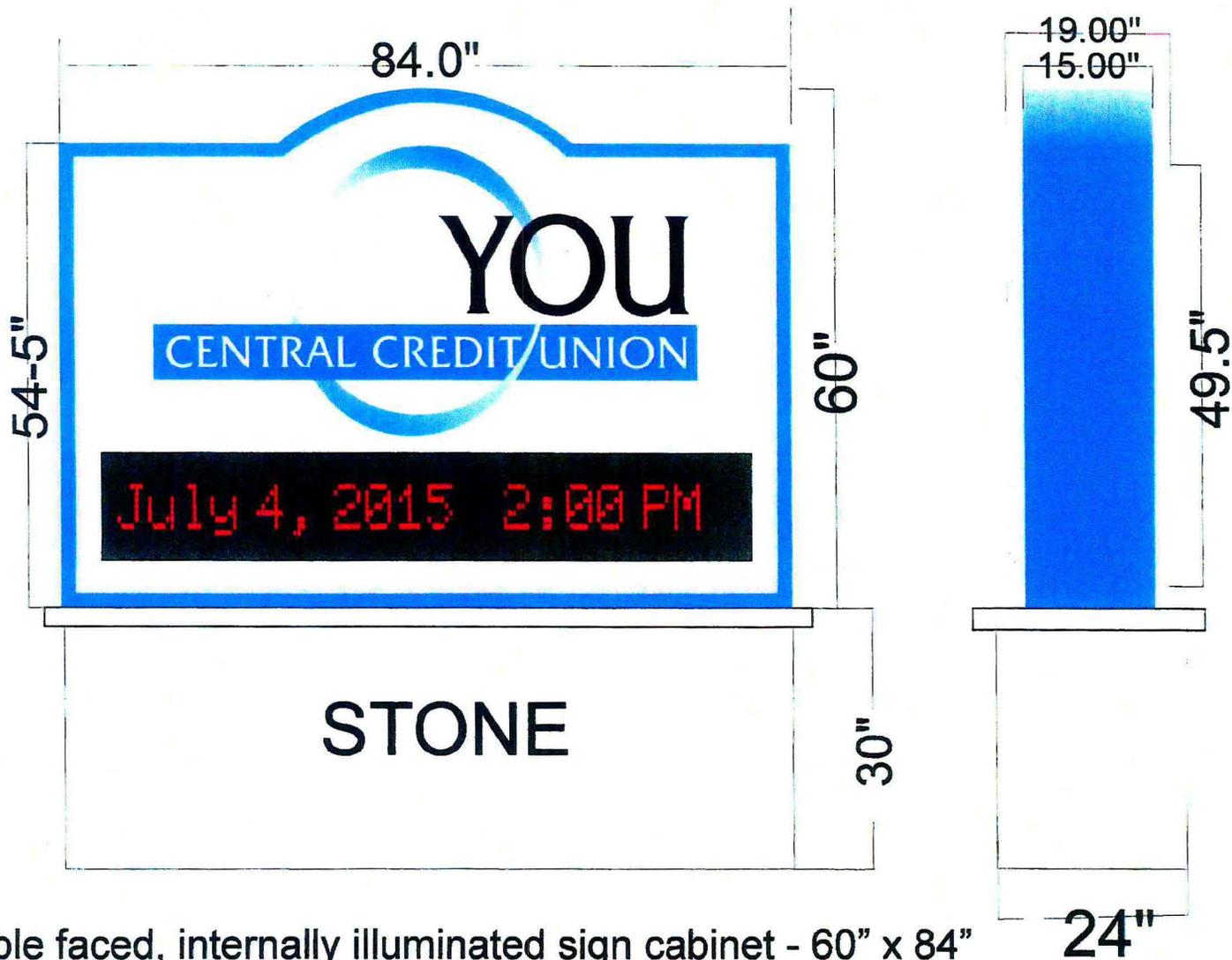
Siskiyou Community Credit Union 845 Fourth St Yreka CA Pylon Sign on 30" Pedestal

Respectfully submitted,  
Siskiyou Central Credit Union



Siskiyou Community Credit Union 845 Fourth St Yreka CA

Pylon Sign



Double faced, internally illuminated sign cabinet - 60" x 84"  
 with Monochromatic Time and Temp Display - 75" x 12.5"

## Attachment B

### **YMC 13.08.040 - Sign application review—Authority.**

(b) Use permit requests are discretionary applications and shall require planning commission approval pursuant to the requirements of Chapter 16.44 of the Zoning Ordinance.

### **YMC 13.08.050 - Additional criteria for sign approval applicable only to use permits.**

(a) In addition to other provisions of this title, the planning commission shall consider the following when reviewing use permit requests.

1. Signs shall serve to identify the business, the establishment or the type of activity conducted on the same premises, or the product, service, or interest being exhibited or offered for sale, rent, or lease thereon.
2. Signs shall be harmonious with the materials, color, texture, size, shape, height, location and design of the building, property or neighborhood of which it is a part.
3. Sign designs shall be consistent with general graphic standards. "Graphics" shall mean all lettering, logos, pictures, symbols, pattern and description, including color.
4. Sign illumination, where allowed by provisions of this title shall be at the lowest level consistent with adequate identification and readability.
5. In exercise of the use permit process regarding signs, the planning commission shall impose such conditions upon such use permits as in its judgment may be necessary to assure that the spirit and purpose of this title will be observed, public health, safety and welfare secured, and substantial justice provided.

### **YMC 13.12.020 - Signs which may confuse traffic.**

(a) No sign shall be erected, constructed or maintained if which sign displays or makes use of the words "stop", "danger", or any other word, phrase, symbol or character, in such a manner as to interfere with, mislead or confuse traffic.

(b) Signs having red, green or amber lights that could be confused with traffic signals shall not be permitted if designed or located to be seen primarily by vehicular traffic. Such colors are not prohibited where, by the design of the sign or lights used, it is extremely unlikely that such lights could be confused with traffic signals by the driving public.

### **YMC 13.12.030 - Flashing signs.**

All electrical signs intended to attract attention by any flashing on and off, or simulating any motion through a series of rapid light changes, are hereby prohibited.

Time and temperature and electronic reader boards may be permitted by approval of a use permit only when it can be determined such electronic sign will not have a negative effect on traffic safety or otherwise negatively affect the neighborhood.

CITY OF YREKA

SIGN USE PERMIT NO. 4257

FINDINGS AND CONDITIONS OF APPROVAL

The following findings of fact have been determined by the Planning Commission:

1. The installation of a double-sided internally illuminated sign cabinet post sign with electronic time and temperature reader board 84" x 60" (70 sq. ft. total), 7 ½' high, sign copy will be "Siskiyou Central Credit Union..." located at 845 Fourth Street will not:

a. be contrary to the public's interest, safety, health, and welfare because the proposed sign is in compliance with the City's sign regulations.

b. be detrimental to property or improvements in the neighborhood for the reason stated in (a) above.

2. The Planning Commission made a determination that this project is exempt from the provisions of the California Environmental Quality Act pursuant to Section 15311(a) (On-Premises Signs) of the CEQA Guidelines.

The following conditions shall be complied with at all times that the sign use permit is in effect:

1. The installation of a double-sided internally illuminated sign cabinet post sign with electronic time and temperature reader board shall comply with the specifications and plans approved by the Planning Commission on August 19, 2015 and shall serve only to identify the business carried on said premises as stated in Yreka Municipal Code Section 13.12.050.

2. The sign shall be erected in accordance with the specifications and plans submitted for Siskiyou Central Credit Union by Signs Etc. Inc. approved by the Planning Commission on August 19, 2015, and shall not be deviated from without prior review and approval of the Planning Commission.

3. The sign shall be erected in accordance with the California Building Standards Code and Title 13, Signs, of the Yreka Municipal Code. Including Section 13.080.050 (4) that provides sign illumination, where allowed by provisions of Title 13 shall be at the lowest level consistent with adequate identification and readability.

4. Permittee shall obtain a building permit and shall pay the necessary fees therefore prior to installing an internally illuminated electronic time and temperature reader board post sign.

5. The sign shall harmonize with the materials, colors, textures, sizes, shape, heights, locations, and designs of the buildings, properties, or neighborhood of which they are a part, and as approved by the Planning Commission.

6. The reader board sign shall comply with Yreka Municipal Code Section 13.12.030. The electronic reader board sign shall not flash on and off or simulate any motion through a series of rapid light changes and shall not be installed, designed or used to attract attention by any flashing on and off, or simulating any motion through a series of rapid light changes. For purposes of this permit, "flashing on and off" means blinking, flashing or fluttering lights, or a changing light intensity, brightness or color.

7. The reader board sign shall be placed on a timer that would turn off in the evening hours so that it will not disturb the residents in the vicinity.

8. The sign shall be removed within thirty days after the business closes and is no longer in operation on the property upon which the sign is located.

9. The sign use permit shall expire and terminate if not used within one (1) year from the date of approval. Approval may be extended upon written application to the Planning Commission before expiration of the first approval.

DATE: August 19, 2015

Required Signatures:

The applicant/owner hereby acknowledges receipt of the above conditions of approval, understands the terms, and agrees to comply with all conditions.

\_\_\_\_\_

Print Name (Landowner)

\_\_\_\_\_

Date

\_\_\_\_\_

Signature (Landowner)

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name (Applicant)

\_\_\_\_\_

Date

\_\_\_\_\_

Signature (Applicant)

\_\_\_\_\_

Date

**PLANNING COMMISSION RESOLUTION PC 2015-7  
APPROVING SIGN USE PERMIT # 4257  
AT 845 FOURTH STREET, APN: 061-162-050  
APPLICANT: SISKIYOU CENTRAL CREDIT UNION**

**WHEREAS**, Siskiyou Central Credit Union (applicant) has requested a Sign Use Permit for a Reader Board Post Sign to be located at 845 Fourth Street; APN: 061-162-050; and

**WHEREAS**, the Planning Commission held a duly noticed public hearing to accept public comments and to review and consider the application on August 19, 2015; and

**WHEREAS**, the Planning Commission has determined that, subject to approval of the Conditional Use Permit and the project Conditions of Approval, the request is consistent with the Yreka General Plan and the standards of Yreka Municipal Code; and

**WHEREAS**, the Planning Commission finds that the proposed project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15311 (a) On Premise Signs. Class 11 exemptions consists of construction, or placement of minor structures accessory to (appurtenant to) existing commercial, industrial or institutional facilities, including on-premise signs; and

**WHEREAS**, the Planning Commission has made the following findings with respect to the requested Conditional Use Permit:

1. The proposal will not be materially detrimental to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of the proposed use.
2. The proposal will not be materially detrimental to property or improvements in the neighborhood.
3. The proposal will not be materially detrimental to the general welfare of the city.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF YREKA AS FOLLOWS:**

Section 1. The Planning Commission hereby finds and determines that the foregoing recitals are true and correct.

Section 2. The Planning Commission does hereby approve Sign Use Permit #4257, subject to the following conditions:

1. The installation of a double-sided internally illuminated sign cabinet post sign with electronic time and temperature reader board shall comply with the specifications and plans approved by the Planning Commission on August 19, 2015 and shall serve only to identify the business carried on said premises as stated in Yreka Municipal Code Section 13.12.050.

2. The sign shall be erected in accordance with the specifications and plans submitted for Siskiyou Central Credit Union by Signs Etc. Inc. approved by the Planning Commission on August 19, 2015, and shall not be deviated from without prior review and approval of the Planning Commission.

3. The sign shall be erected in accordance with the California Building Standards Code and Title 13, Signs, of the Yreka Municipal Code. Including Section 13.080.050 (4) that provides sign illumination, where allowed by provisions of Title 13 shall be at the lowest level consistent with adequate identification and readability.

4. Permittee shall obtain a building permit and shall pay the necessary fees therefore prior to installing an internally illuminated electronic time and temperature reader board post sign.

5. The sign shall harmonize with the materials, colors, textures, sizes, shape, heights, locations, and designs of the buildings, properties, or neighborhood of which they are a part, and as approved by the Planning Commission.

6. The reader board sign shall comply with Yreka Municipal Code Section 13.12.030. The electronic reader board sign shall not flash on and off or simulate any motion through a series of rapid light changes and shall not be installed, designed or used to attract attention by any flashing on and off, or simulating any motion through a series of rapid light changes. For purposes of this permit, “flashing on and off” means blinking, flashing or fluttering lights, or a changing light intensity, brightness or color.

7. The reader board sign shall be placed on a timer that would turn off in the evening hours so that it will not disturb the residents in the vicinity.

8. The sign shall be removed within thirty days after the business closes and is no longer in operation on the property upon which the sign is located.

9. The sign use permit shall expire and terminate if not used within one (1) year from the date of approval. Approval may be extended upon written application to the Planning Commission before expiration of the first approval.

The foregoing Resolution was adopted by the Planning Commission on the 19<sup>th</sup> day of August, 2015 by the following vote:

Ayes:  
Absent:  
Nays:

\_\_\_\_\_  
Matt Osborn, Chair  
Attest:

\_\_\_\_\_  
Liz Casson, City Clerk



Siskiyou Community Credit Union 845 Fourth St Yreka CA Pylon Sign



City of Yreka  
701 Fourth Street • Yreka, CA 96097  
(530) 841-2386 • FAX (530) 842-4836



August 3, 2015

Dear Property Owner/Property Occupant:

This is to notify you that property located within 300 feet of your parcel is being considered for a Sign Use Permit as described below. State and City Code requires that you be notified of the time and place of the hearing on the application so you may attend the meeting and be heard on the matter should you so desire. The meeting date and time are listed in the public hearing notice as it appears below:

### NOTICE OF PUBLIC HEARING

The Yreka City Planning Commission will hold a public hearing at 6:30 p.m., Wednesday, August 19, 2015 in the Council Chambers, 701 Fourth Street, Yreka, California, on the following proposed project:

#### SIGN USE PERMIT

An application for a Sign Use Permit to install a double-sided internally illuminated sign cabinet post sign with Electronic Time and Temperature Reader board 84" x 60" (70 sq. ft. total), 7 ½' high, sign copy will be "Siskiyou Central Credit Union...". Property location 845 Fourth Street, Yreka, California, RPO (Residential Professional Office) Zone and MDR (Medium Density Residential) General Plan designation. Assessor's Parcel No. 61-162-050. Project applicant is Siskiyou Central Credit Union by Michael Sunday of Signs Etc. Inc.

It is anticipated that the proposed Sign Use Permit will be determined to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15311 (a) On Premise Signs of the CEQA Guidelines.

The application is on file in City Hall for public review. All interested persons are invited to attend the meeting and to participate in the public hearings or deliver written comments regarding the proposed project on or before **4 p.m. August 19, 2015**, to the following address:

YREKA PLANNING DEPARTMENT, 701 Fourth Street, Yreka, CA 96097.

If you challenge any action taken pursuant to the California Environmental Quality Act, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Department at, or prior to, the public hearing. (Public Resources Code Section 21177)

Liz Casson,  
City Clerk