



CITY OF CRESCENT CITY

MAYOR ISAIAH WRIGHT
COUNCIL MEMBER RAY ALTMAN
COUNCIL MEMBER STEVE SHAMBLIN

MAYOR PRO TEM CANDACE TINKLER
COUNCIL MEMBER JASON GREENOUGH

AGENDA
REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF CRESCENT CITY
AND THE
SUCCESSOR AGENCY OF THE DISSOLVED REDEVELOPMENT AGENCY
FLYNN CENTER BOARD CHAMBERS
981 H STREET
CRESCENT CITY, CA 95531

TUESDAY

JANUARY 20, 2026

6:00 P.M.

This meeting will be held in person at the location listed above. The City will broadcast the meeting on YouTube, however, if there is a technological issue with YouTube, the meeting will continue in person as scheduled. The public may access and participate in the public meeting by (1) attending the meeting in person and making public comment when called for by the Mayor or (2) by submitting a written comment via publiccomment@crecentcity.org or by filing it with the City Clerk at 377 J Street, Crescent City, California, 95531. All public comments (via email or mail) must be received by the City Clerk prior to 12:00 p.m. the day of the meeting. Please identify the meeting date and agenda item to which your comment pertains in the subject line. Public comments so received will be forwarded to the City Council and posted on the website next to the agenda. **Written public comments will not be read aloud during the meeting.**

Notice regarding Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact the City Clerk’s office at (707)464-7483, ext. 12. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II]. For TTYDD use for speech and hearing impaired, please dial 711. A full agenda packet may be reviewed at City Hall, 377 J Street, Crescent City, CA or on our website: www.crescentcity.org

OPEN SESSION

- Call to order**
- Roll call**
- Pledge of Allegiance**

CEREMONIAL ITEMS

- **Human Trafficking Awareness Proclamation**
- **Introduction of New Employees: Keith Biddlecom, James Queen, and Michael St. Pierre**

REPORTS AND PRESENTATIONS - None

PUBLIC COMMENT PERIOD

Any member of the audience is invited to address the City Council on any matter that is within the jurisdiction of the City of Crescent City. Comments of public interest or on matters appearing on the agenda are accepted. Note, however, that the Council is not able to undertake extended discussion or act on non-agendized items. 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 Council. 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 from the Mayor, please state your name and city or county residency for the record. Public comment is limited to three (3) minutes. The public is additionally allotted three minutes each in which to speak on any item on the agenda prior to any action taken by the Council.

CONSENT CALENDAR

The consent calendar contains items deemed to be non-controversial and routine in nature. All items on the consent calendar will be considered as a block and voted upon in one vote unless a member of the City Council “pulls” an item from consent for individual consideration. Public comment will be taken on the consent agenda as a whole, unless an item is pulled. Any pulled item will receive its own public comment opportunity.

1. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period December 27, 2025 through January 9, 2026.*

2. Council Minutes

- *Recommendation: Approve and adopt the January 5, 2026 minutes of the City Council of the City of Crescent City.*

3. Payroll Report

- *Recommendation: Receive and file the biweekly payroll reports for the period ending January 10, 2026 paid January 16, 2026.*

4. November Budget-to-Actual

- *Recommendation: Receive and file the Budget-to-Actual financial reports for the month of November 2025.*

5. Budget Amendment – Engine 5111 Vehicle Accident Repairs

- *Recommendation: Approve and adopt Resolution No. 2026-03, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-26 BUDGET*

PUBLIC HEARING - None

ADJOURN TO THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY

Call to order
Roll Call

CONSENT CALENDAR

6. Successor Agency 26/27 Recognized Obligation Schedule (ROPS)

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Consider and adopt Resolution No. SA 2026-01, A RESOLUTION OF THE OF THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF CRESCENT CITY APPROVING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS) FOR THE PERIOD JULY 1, 2026 THROUGH JUNE 30, 2027, PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(I) AND (M)*

RECONVENE AS THE CITY COUNCIL

CONTINUING BUSINESS

7. Downtown Specific Plan – Phase 1 Summary Report

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve the Downtown Specific Plan – Phase 1 Summary Report from Crandall Arambula P.C., Urban Planners*

8. Front Street Gateway Monuments

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve the Front Street concept gateway designs and authorize the City Manager to solicit proposals for fabrication and construction*

9. Signs Regulations Update (Muni Code Chapter 17.39)

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Give direction to staff on the Planning Commission's recommended updates to the City's sign regulations*

10. Amendment No. 1 to PLHA/PIP Loan Agreement – Project Description

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and authorize the City Manager to sign Amendment No. 1 to the PLHA/PIP Loan Agreement Between the City of Crescent City and Community System Solutions*

NEW BUSINESS

11. Illegal Fireworks Enforcement

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Appoint two Council Members to an ad hoc committee to work with staff and other local agencies to discuss enforcement and community outreach regarding the use of illegal fireworks*
- *Take action as necessary and appropriate*

12. Grant Application for the Sister Cities International U.S. – Japan Global Impact Grant

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Direct staff to submit an application for the Sister Cities International U.S. – Japan Global Impact Grant*

13. Measure S Street Improvements Fall 2025 Project Notice of Completion

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Authorize the City Manager to sign and file a Notice of Completion for the Crescent City Measure S Street Improvements Fall 2025 Project (Contract #2025-1074.1)*

CITY COUNCIL ITEMS

- **Reports, Concerns, Referrals, Council travel and training reports** – In accordance with Gov't Code § 54954.2(a), City Council Members may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.
- **Legislative Matters** – Consider miscellaneous legislative matters pertinent to the City of Crescent City. Authorize the Mayor to sign the appropriate letters and/or positions with respect to such matters.
- **City Manager Report and City Council Directives** – Pursuant to Crescent City Municipal Code § 2.08.200, the City Council may instruct the city manager on matters of importance to the administrative services of the City and provide direction with respect to subordinates of the City Manager. (Directives from individual Council Members that are not objected to by any member present shall be considered an order of the City Council.)

ADJOURNMENT

Adjourn to the regular meeting of the City Council of the City of Crescent City on Monday, February 2, 2026 at 6:00 p.m. at the Flynn Center Board Chambers, 981 H Street, Crescent City, CA 95531.

POSTED:

January 16, 2026

/s/ Robin Altman, City Clerk/Administrative Analyst

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 –
Fiscally Responsible



Proclamation

of the City of Crescent City

WHEREAS, the United States was founded upon the principle that all people are created with the inalienable right of freedom, and added the 13th Amendment to the Constitution making slavery illegal; and

WHEREAS, slavery within the United States today is most often found in the form of human trafficking, which weakens our social fabric, increases violence and organized crime, and debases our humanity; and

WHEREAS, victims of human trafficking are typically forced to work in various forms of labor exploitation including, but not limited to commercial sex acts, drug processing and distribution and other services induced through force, fraud or coercion; and

WHEREAS, due to its isolating nature, many individuals locally and across the globe are unaware that trafficking exists in Del Norte County and neighboring counties; and

WHEREAS, it is estimated that more than 20 million men, women and children around the world are victims of human trafficking; and

WHEREAS, Soroptimist International of Crescent City continues to work to abolish human trafficking through education, advocacy and collaboration.

NOW, THEREFORE, BE IT PROCLAIMED by the City Council of Crescent City that the citizens of the City are hereby called upon to recognize the vital role they can play in ending all forms of slavery and to support the Soroptimist International Club of Crescent City as they raise awareness through education and other efforts to stop human trafficking.

BE IT FURTHER PROCLAIMED that January 2026 is designated as

HUMAN TRAFFICKING AWARENESS MONTH

in the City of Crescent City, State of California, on this 20TH day of January 2026.

Mayor Isaiah Wright

Introduction of New Employees:

Keith Biddlecom

James Queen

Michael St Pierre

Accounts Payable

Checks by Date - Summary by Check Number

User: kbates@crescentcity.org
 Printed: 1/14/2026 5:45 AM

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Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	EDDTAX	State of California EDD TAX Auto Pay	01/05/2026	0.00	5,909.26
ACH	FITTAX	FIT Payroll Taxes Auto Pay	01/05/2026	0.00	23,544.02
ACH	PERS2	Public Emp Retirement Sys	01/05/2026	0.00	38,863.18
ACH	FITTAX	FIT Payroll Taxes Auto Pay	12/28/2025	0.00	1,135.89
ACH	PERS1	PERS Health	01/08/2026	0.00	98,663.81
ACH	PERS2	Public Emp Retirement Sys	01/08/2026	0.00	104,214.00
450145	CASTATE	CA State Disbursement Unit	01/05/2026	0.00	88.84
450146	WAMUTU	Crescent City Employees Association	01/05/2026	0.00	90.00
450147	CCPOLI	Crescent City Police Officer's Association	01/05/2026	0.00	550.00
450148	ICMARE	Mission Square	01/05/2026	0.00	6,350.93
450149	PORACRMT	PORAC RMT	01/05/2026	0.00	550.00
450150	ZCAFRAN2	State Of California	01/05/2026	0.00	417.21
450151	AALMOSON	Sonja Aalmo	01/05/2026	0.00	40.00
450152	BLUEST	Blue Star Gas Associates	01/05/2026	0.00	15.65
450153	CHARTEC	Charter Communications	01/05/2026	0.00	132.79
450154	ClewJon	Jonathan Clewell	01/05/2026	0.00	151.45
450155	FERGUS	Ferguson US Holdings Inc	01/05/2026	0.00	1,281.33
450156	FILLIPAJ	Jordan Fillippa	01/05/2026	0.00	349.49
450157	FIRST	First American Title Co.	01/05/2026	0.00	326,988.10
450158	VERIZO2	Frontier California Inc	01/05/2026	0.00	790.00
450159	HAMWSG	Hambro WSG Inc	01/05/2026	0.00	2,482.70
450160	IDEXX	IDEXX Distribution Inc.	01/05/2026	0.00	1,502.77
450161	INDUSTST	Industrial Steel & Supply Co., Inc	01/05/2026	0.00	100.00
450162	LAGASSE	Lagasse Branch Bell & Kinkead LLP	01/05/2026	0.00	10,950.00
450163	NCLAB	Microbac Laboratories, Inc.	01/05/2026	0.00	137.00
450164	OREILLY	O'Reilly Auto Enterprises LLC	01/05/2026	0.00	73.54
450165	SANDERSD	Daniel Sanders	01/05/2026	0.00	39.10
450166	SHNCON	SHN Consulting Engineers & Geologists In	01/05/2026	0.00	14,801.90
450167	ZCAJUSTA	ST CA Dept Of Justice	01/05/2026	0.00	164.00
450168	TECHNI	Technical Systems Inc	01/05/2026	0.00	10,635.43
450169	TURKINSZ	Zackery Turkins	01/05/2026	0.00	559.00
450170	VERIZO3	Verizon Wireless Services LLC	01/05/2026	0.00	2,148.88
450171	WIGGINSV	Vince Wiggins	01/05/2026	0.00	62.00
450172	CALORE	AirMedCare	01/08/2026	0.00	20.00
450173	AMFAM	American Family Life	01/08/2026	0.00	1,013.62
450174	AMLIF	Ameritas Life Ins. Corp.	01/08/2026	0.00	5,532.80
450175	CLEA	California Law Enforcement Association	01/08/2026	0.00	320.00
450176	CLEMENM	Mark A Clementi	01/08/2026	0.00	2,532.00
450177	DNAMBU	Del Norte Ambulance Inc.	01/08/2026	0.00	70.00
450178	REDWMO	Kevin J Caldwell MD Inc	01/08/2026	0.00	694.00
450179	MISSUI	Missouri Division of Employment Security	01/08/2026	0.00	215.16
450180	SELMAN	One80 Intermediaries Inc.	01/08/2026	0.00	140.00
450181	PARS	PARS, Public Agency Retirement	01/08/2026	0.00	300.00
450182	STANDAI	Standard Insurance Company	01/08/2026	0.00	3,021.15
450183	VISION	Vision Service Plan	01/08/2026	0.00	1,091.75

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
Report Total (45 checks):				0.00	668,732.75

AP
12-27-25 to 1-09-26 Council

User: kbates@crestedcity.org
Printed: 1/14/2026 5:43:45 AM

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kkozak , 1/14/2026, 7:46:59 AM



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0	12/28/2025	610-000-2188-00000	PR Batch 00222.12.2025 Medicare Employee Portion	556.15	False
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0	1/5/2026	610-000-2187-00000	PR Batch 00222.12.2025 EE PERS Contribution	547.20	False
0	1/5/2026	610-000-2187-00000	PR Batch 00222.12.2025 Survivor Benefit	1.09	False
0	1/5/2026	610-000-2187-00000	PR Batch 00222.12.2025 ER PERS Contribution	1,225.12	False
0	1/8/2026	630-111-4409-00000	Jan 26 Admin Fees - Retirees	15.21	False
0	1/8/2026	630-000-4125-00000	Jan 26 Premiums - Retirees	5,842.00	False
0	1/8/2026	001-111-4125-00000	Jan 26 Admin Fees - Active	74.19	False
0	1/5/2026	610-000-2185-00000	PR Batch 00001.01.2026 State Income Tax	3,314.44	False
0	1/5/2026	610-000-2185-00000	PR Batch 00011.01.2026 State Income Tax	2,594.82	False
0	1/5/2026	610-000-2188-00000	PR Batch 00011.01.2026 Medicare Employer Portion	1,195.16	False
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0	1/5/2026	610-000-2189-00000	PR Batch 00001.01.2026 Federal Income Tax	10,506.86	False
0	1/5/2026	610-000-2188-00000	PR Batch 00001.01.2026 Medicare Employee Portion	1,793.84	False
0	1/5/2026	610-000-2189-00000	PR Batch 00011.01.2026 Federal Income Tax	7,059.16	False
0	1/5/2026	610-000-2187-00000	PR Batch 00011.01.2026 Survivor Benefit	20.94	False
0	1/5/2026	610-000-2187-00000	PR Batch 00001.01.2026 ER PERS Contribution	11,980.26	False
0	1/5/2026	610-000-2187-00000	PR Batch 00001.01.2026 EE PERS Contribution	9,150.52	False
0	1/5/2026	610-000-2187-00000	PR Batch 00011.01.2026 EE PERS Contribution	6,985.48	False
0	1/5/2026	610-000-2187-00000	PR Batch 00001.01.2026 Survivor Benefit	39.06	False
0	1/5/2026	610-000-2187-00000	PR Batch 00001.01.2026 MO EE PERS Contribution	186.22	False
0	1/5/2026	610-000-2187-00000	PR Batch 00001.01.2026 Service Credit Purchase	413.20	False
0	1/5/2026	610-000-2187-00000	PR Batch 00011.01.2026 ER PERS Contribution	8,314.09	False
0	1/8/2026	610-000-1510-00000	FY26 PERS UAL - Plan 26908	1,213.00	False
0	1/8/2026	610-000-2173-00000	Jan 26 Premiums - Active	92,732.41	False
0	1/8/2026	610-000-1510-00000	FY26 PERS UAL - Plan 6984	27,762.92	False
0	1/8/2026	610-000-1510-00000	FY26 PERS UAL - Plan 1341	72,766.33	False
0	1/8/2026	610-000-1510-00000	FY26 PERS UAL - Plan 25612	495.92	False
0	1/8/2026	610-000-1510-00000	FY26 PERS UAL - Plan 6983	1,975.83	False
450145	1/5/2026	610-000-2170-00000	PR Batch 00001.01.2026 Child Support-CA	88.84	False
450146	1/5/2026	610-000-2184-00000	PR Batch 00011.01.2026 CCEA Monthly Dues	5.00	False

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450146	1/5/2026	610-000-2184-00000	PR Batch 00001.01.2026 CCEA Monthly Dues	85.00	False
450147	1/5/2026	610-000-2181-00000	PR Batch 00011.01.2026 CCPOA Dues	550.00	False
450148	1/5/2026	610-000-2186-00000	Plan # 306752	749.66	False
450148	1/5/2026	610-000-2186-00000	Plan # 306752	149.88	False
450148	1/5/2026	610-000-2186-00000	Plan # 306752	9.52	False
450148	1/5/2026	610-000-2178-00000	Plan # 300878	103.79	False
450148	1/5/2026	610-000-2178-00000	Plan # 300878	282.70	False
450148	1/5/2026	610-000-2186-00000	Plan # 306752	45.38	False
450148	1/5/2026	610-000-2178-00000	Plan # 300878	2,075.00	False
450148	1/5/2026	610-000-2178-00000	Plan # 300878	2,935.00	False
450149	1/5/2026	610-000-2182-00000	PR Batch 00011.01.2026 PORAC RMT	550.00	False
450150	1/5/2026	610-000-2170-00000	PR Batch 00001.01.2026 Wage Garn-FTB	417.21	False
450151	1/5/2026	001-000-3221-00000	REFUND for stay on 12/20-12/22/25 Conf#12432	3.64	False
450151	1/5/2026	412-000-3570-00000	REFUND for stay on 12/20-12/22/25 Conf#12432	36.36	False
450152	1/5/2026	001-240-4220-00000	FY 26 Propane (ACCT# 1038315 PD)10/15-11/17/25	15.65	False
450153	1/5/2026	001-230-4230-00000	Cable & Internet Service-12/09/25-01/08/26	132.79	False
450154	1/5/2026	001-470-4320-04320	Boot Reimbursement - FY 26	151.45	False
450155	1/5/2026	919-371-4799-37118	Various water meters for AMR project	1,281.33	False
450156	1/5/2026	001-240-4530-00000	10/12-10/18/25 - Corona (SRO Training): per diem REMAINDER.	349.49	False
450157	1/5/2026	160-490-4796-OPLHA	PLHA/PIP Affordable Housing Project: The Redwood Downtown	326,988.10	False
450158	1/5/2026	420-115-4230-00000	707-197-0009 monthly phone-12/02/25-01/01/26	790.00	False
450159	1/5/2026	413-000-1202-00000	Sludge processing.	2,239.61	False
450159	1/5/2026	413-000-1202-00000	Grit bins.	243.09	False
450160	1/5/2026	413-351-4390-00000	FY26 Microbiology Supplies	1,502.77	False
450161	1/5/2026	508-508-4390-00000	Cut lathe part.	100.00	False
450162	1/5/2026	001-114-4409-00000	HR services FY: 26	10,950.00	False
450163	1/5/2026	413-351-4685-00000	FY26 External lab test for CCWQL	137.00	False
450164	1/5/2026	508-508-4390-00000	DEF anti-freeze.	37.18	False
450164	1/5/2026	413-353-4390-00000	Tail light.	36.36	False
450165	1/5/2026	001-240-4530-00000	10/23-10/25/2025 - Chico: per diem: REMAINDER.	39.10	False
450166	1/5/2026	001-313-4409-00000	FY26 Planning services - Task Order 22- Nov 2025	14,801.90	False
450167	1/5/2026	001-240-4407-00000	Fingerprint apps, Child abuse index ck	164.00	False
450168	1/5/2026	413-357-4450-00000	Rockwell Factory Talk Upgrade. 2025 WWTP Support	10,635.43	False
450169	1/5/2026	001-240-4530-00000	11/30-12/6/25-Fountain Valley-Tactical Cyber: per diem. FINAL	559.00	False
450170	1/5/2026	001-250-4230-00000	707-951-3288 (Minges) Service:	8.98	False
450170	1/5/2026	420-115-4230-00000	707-951-5305 Open Line (IT)	17.97	False
450170	1/5/2026	413-120-4230-00000	707-951-5342 Rawlings	5.99	False
450170	1/5/2026	001-240-4230-00000	707-457-0867 Dash Cam	40.01	False
450170	1/5/2026	413-352-4230-00000	707-951-6831 (WWTP) - Fritz	22.44	False
450170	1/5/2026	419-120-4230-00000	707-951-3355 (Kozak) Service:	5.99	False
450170	1/5/2026	001-250-4230-00000	707-951-5158 (Barbour) Service:	1.80	False
450170	1/5/2026	001-350-4230-00000	707-951-5179 Leighton	5.99	False
450170	1/5/2026	413-353-4230-00000	707-951-6752 (Wylie)	-4.95	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450170	1/5/2026	419-371-4230-00000	707-951-4116 (Amarante) Service:	23.60	False
450170	1/5/2026	413-352-4230-00000	707-951-3119 WWTP Auto Receipt - Fritz	22.44	False
450170	1/5/2026	001-470-4230-00000	707-951-4116 (Amarante) Service:	2.96	False
450170	1/5/2026	413-353-4230-00000	707-951-3905 (WWTP Spare) Service:	1.13	False
450170	1/5/2026	413-351-4230-00000	707-951-6819 (Lab-Desk) Service:	28.14	False
450170	1/5/2026	001-240-4230-00000	707-951-7001 (VIP Phone) Service:	1.13	False
450170	1/5/2026	001-240-4230-00000	707-457-0891 Dash Cam	40.01	False
450170	1/5/2026	419-120-4230-00000	707-951-5342 Rawlings	5.99	False
450170	1/5/2026	420-115-4230-00000	707-951-1598 (Patch) Service	17.97	False
450170	1/5/2026	419-371-4230-00000	707-951-3904 Wade Mayes	15.20	False
450170	1/5/2026	001-112-4230-00000	707-951-1975 (Lacey) Service:	8.37	False
450170	1/5/2026	001-240-4230-00000	707-457-0890 Dash Cam	40.01	False
450170	1/5/2026	001-240-4230-00000	707-951-5300 Valero, Magnolia	17.97	False
450170	1/5/2026	413-120-4230-00000	707-457-0842 UB Auto Receptionist	11.22	False
450170	1/5/2026	001-480-4230-00000	707-951-1991 (Borges, D) Service	2.69	False
450170	1/5/2026	001-480-4230-00000	707-457-0732 Fred Endert Pool	22.44	False
450170	1/5/2026	413-113-4230-00000	707-951-5239 Altman, Robin	5.75	False
450170	1/5/2026	001-364-4230-00000	707-951-4116 (Amarante) Service:	2.95	False
450170	1/5/2026	413-352-4230-00000	707-951-3294 WWTP Auto Receipt - Fritz	22.44	False
450170	1/5/2026	001-120-4230-00000	707-951-3355 (Kozak) Service:	5.99	False
450170	1/5/2026	419-114-4230-00000	707-951-3392 HR LINE	-2.78	False
450170	1/5/2026	001-120-4230-00000	707-951-5834 Melissa Leeper	5.99	False
450170	1/5/2026	412-100-4230-00000	707-951-9704 (Lighthouse Cove RV) Service:	28.14	False
450170	1/5/2026	001-364-4230-00000	707-951-6752 (Wylie)	-3.30	False
450170	1/5/2026	001-350-4230-00000	707-951-5143 (Yeager) Service:	5.99	False
450170	1/5/2026	419-120-4230-00000	707-951-5834 Melissa Leeper	5.99	False
450170	1/5/2026	413-114-4230-00000	707-951-3392 HR LINE	-2.52	False
450170	1/5/2026	419-371-4230-00000	707-951-4951 (PW IPAD) Service:	-7.59	False
450170	1/5/2026	413-353-4230-00000	707-951-9082 PW Auto Receptionist	7.48	False
450170	1/5/2026	001-240-4230-00000	707-951-1988 (Aguirre) Service:	17.97	False
450170	1/5/2026	419-111-4230-00000	707-951-3898 (Conference Room) Service:	9.38	False
450170	1/5/2026	506-506-4230-00000	707-951-3904 Wade Mayes	3.09	False
450170	1/5/2026	413-352-4230-00000	707-951-0002 (WWTP Lg Conf Rm) Service:	28.14	False
450170	1/5/2026	001-364-4230-00000	707-951-3904 Wade Mayes	3.94	False
450170	1/5/2026	419-130-4230-00000	707-951-3063 (Rice) Service:	4.49	False
450170	1/5/2026	419-120-4230-00000	707-457-0842 UB Auto Receptionist	11.22	False
450170	1/5/2026	001-120-4230-00000	707-951-3907 (Cash Receipting) Service:	9.38	False
450170	1/5/2026	420-115-4230-00000	707-951-1613 IT Use	17.97	False
450170	1/5/2026	419-371-4230-00000	707-951-5143 (Yeager) Service:	5.99	False
450170	1/5/2026	419-111-4230-00000	707-951-9106 Admin Auto Receptionist	7.48	False
450170	1/5/2026	419-371-4230-00000	707-951-9082 PW Auto Receptionist	7.48	False
450170	1/5/2026	413-120-4230-00000	707-951-3355 (Kozak) Service:	5.99	False
450170	1/5/2026	419-371-4230-00000	707-951-6752 (Wylie)	-12.73	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450170	1/5/2026	419-371-4230-00000	707-951-5179 Leighton	5.99	False
450170	1/5/2026	001-240-4230-00000	707-457-7977 Police Auto Receptionist	22.44	False
450170	1/5/2026	506-506-4230-00000	707-951-6752 (Wylie)	-2.60	False
450170	1/5/2026	413-120-4230-00000	707-951-3907 (Cash Receipting) Service:	9.38	False
450170	1/5/2026	413-353-4230-00000	707-951-3927 (Welton) Service:	9.38	False
450170	1/5/2026	001-240-4230-00000	707-457-0866 Dash Cam	40.01	False
450170	1/5/2026	413-351-4230-00000	707-951-9756 (Goodgame-Thill) Service:	28.14	False
450170	1/5/2026	001-130-4230-00000	707-951-3063 (Rice) Service:	8.99	False
450170	1/5/2026	419-113-4230-00000	707-951-5239 Altman, Robin	5.75	False
450170	1/5/2026	001-240-4230-00000	707-458-5225 Dash Cam	40.05	False
450170	1/5/2026	001-240-4230-00000	707-951-1958 (Wilson) Service:	17.97	False
450170	1/5/2026	001-240-4230-00000	707-457-0884 Dash Cam	40.01	False
450170	1/5/2026	419-120-4230-00000	707-951-5054 (Leaver) Service:	5.99	False
450170	1/5/2026	412-120-4230-00000	707-951-5644 Diane Swarts	0.84	False
450170	1/5/2026	419-371-4230-00000	707-951-0481 PW SPARE	-12.30	False
450170	1/5/2026	413-353-4230-00000	707-951-0540 PW SPARE	-2.28	False
450170	1/5/2026	001-240-4230-00000	707-951-5115 (Pearson) Service:	17.97	False
450170	1/5/2026	001-230-4230-00000	707-951-5234 Kevin Carey	17.97	False
450170	1/5/2026	001-240-4230-00000	707-951-5205 Turkins	17.97	False
450170	1/5/2026	001-230-4230-00000	707-951-5356 Vanessa Duncan	17.97	False
450170	1/5/2026	419-371-4230-00000	707-951-2627 (Van Hook) Service:	5.99	False
450170	1/5/2026	419-371-4230-00000	707-951-3927 (Welton) Service:	9.38	False
450170	1/5/2026	413-353-4230-00000	707-951-5143 (Yeager) Service:	5.99	False
450170	1/5/2026	419-120-4230-00000	707-951-3907 (Cash Receipting) Service:	9.38	False
450170	1/5/2026	001-350-4230-00000	707-951-9082 PW Auto Receptionist	7.48	False
450170	1/5/2026	506-506-4230-00000	707-951-0540 PW SPARE	-2.28	False
450170	1/5/2026	412-114-4230-00000	707-951-3392 HR LINE	-0.59	False
450170	1/5/2026	001-240-4230-00000	707-457-0881 Dash Cam	40.01	False
450170	1/5/2026	001-120-4230-00000	707-951-5644 Diane Swarts	8.79	False
450170	1/5/2026	001-240-4230-00000	707-951-3471 (Miller) Service:	17.97	False
450170	1/5/2026	001-240-4230-00000	707-457-0870 Dash Cam	40.01	False
450170	1/5/2026	413-111-4230-00000	707-951-3898 (Conference Room) Service:	9.38	False
450170	1/5/2026	001-350-4230-00000	707-951-2627 (Van Hook) Service:	5.99	False
450170	1/5/2026	413-111-4230-00000	707-951-9106 Admin Auto Receptionist	7.48	False
450170	1/5/2026	413-352-4230-00000	707-951-5922 WWTP Auto Receipt - Fritz	22.44	False
450170	1/5/2026	412-100-4230-00000	707-951-5029 (Lighthouse Cove RV) Service:	23.57	False
450170	1/5/2026	419-111-4230-00000	707-951-3228 (Wier) Service:	5.99	False
450170	1/5/2026	001-120-4230-00000	707-951-5342 Rawlings	5.99	False
450170	1/5/2026	413-352-4230-00000	707-951-3105 WWTP Auto Receipt - Fritz	22.44	False
450170	1/5/2026	413-351-4230-00000	707-951-5017 (Lab) Service:	28.14	False
450170	1/5/2026	001-364-4230-00000	707-951-4951 (PW IPAD) Service:	-7.60	False
450170	1/5/2026	001-364-4230-00000	707-951-1991 (Borges, D) Service	4.13	False
450170	1/5/2026	419-112-4230-00000	707-951-1975 (Lacey) Service:	4.80	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450170	1/5/2026	419-120-4230-00000	707-951-3930 (Water/Sewer UB Line) Service:	14.07	False
450170	1/5/2026	001-113-4230-00000	707-951-5239 Altman, Robin	5.75	False
450170	1/5/2026	413-120-4230-00000	707-951-5054 (Leaver) Service:	5.99	False
450170	1/5/2026	001-112-4230-00000	707-951-5194 Kelly Feola	4.49	False
450170	1/5/2026	413-120-4230-00000	707-951-5644 Diane Swarts	3.90	False
450170	1/5/2026	001-240-4230-00000	707-951-3150 (Sanders) Service:	17.97	False
450170	1/5/2026	001-240-4230-00000	707-951-5170 (Sperling) Service:	17.97	False
450170	1/5/2026	001-364-4230-00000	707-951-0540 PW SPARE	-7.29	False
450170	1/5/2026	413-120-4230-00000	707-951-3930 (Water/Sewer UB Line) Service:	14.07	False
450170	1/5/2026	508-508-4230-00000	707-951-3928 (Huffman) Service	28.14	False
450170	1/5/2026	001-251-4230-00000	707-951-5158 (Barbour) Service:	7.18	False
450170	1/5/2026	001-480-4230-00000	707-951-3921 (Pool Front Counter) Service:	28.14	False
450170	1/5/2026	001-471-4230-00000	707-951-5194 Kelly Feola	1.80	False
450170	1/5/2026	413-353-4230-00000	707-951-0481 PW SPARE	-4.79	False
450170	1/5/2026	001-480-4230-00000	707-951-5192 Neeley	17.97	False
450170	1/5/2026	413-352-4230-00000	707-951-6681 (WWTP) - Fritz	22.44	False
450170	1/5/2026	413-353-4230-00000	707-951-0167 (WWTP Ops) Service:	28.14	False
450170	1/5/2026	001-230-4230-00000	707-464-9113 (Fire Hall) Service:	28.14	False
450170	1/5/2026	506-506-4230-00000	707-951-0481 PW SPARE	-2.51	False
450170	1/5/2026	001-240-4230-00000	707-951-5023 (Phillippa) Service:	17.97	False
450170	1/5/2026	413-353-4230-00000	707-951-5179 Leighton	5.99	False
450170	1/5/2026	001-230-4230-00000	707-951-3561 (Carey) Service:	38.01	False
450170	1/5/2026	413-112-4230-00000	707-951-1975 (Lacey) Service:	4.80	False
450170	1/5/2026	001-240-4230-00000	707-951-3152 (Lo) Service:	17.97	False
450170	1/5/2026	001-240-4230-00000	707-951-1946 (Lopez) Service:	17.97	False
450170	1/5/2026	419-120-4230-00000	707-951-2294 SPMR Meter Reader	38.37	False
450170	1/5/2026	413-351-4230-00000	707-951-6970 (Lab-Desk) Service:	28.14	False
450170	1/5/2026	412-100-4230-00000	707-951-5194 Kelly Feola	5.39	False
450170	1/5/2026	001-240-4230-00000	707-951-5326 Aguilera	17.97	False
450170	1/5/2026	412-100-4230-00000	707-951-0023 Lighthouse Cove RV	28.14	False
450170	1/5/2026	001-480-4230-00000	707-951-5193 W Morris	17.97	False
450170	1/5/2026	413-352-4230-00000	707-951-4779 (WWTP Project Manager) Service:	28.14	False
450170	1/5/2026	413-353-4230-00000	707-951-3943 (Martinez) Service:	1.13	False
450170	1/5/2026	001-240-4230-00000	707-951-3960 (Griffin) Service:	28.14	False
450170	1/5/2026	419-371-4230-00000	707-951-0540 PW SPARE	-10.94	False
450170	1/5/2026	001-111-4230-00000	707-951-3898 (Conference Room) Service:	9.38	False
450170	1/5/2026	413-353-4230-00000	707-951-3904 Wade Mayes	5.91	False
450170	1/5/2026	001-364-4230-00000	707-951-0481 PW SPARE	-3.19	False
450170	1/5/2026	001-240-4230-00000	707-457-0877 Dash Cam	40.01	False
450170	1/5/2026	001-350-4230-00000	707-951-3927 (Welton) Service:	9.38	False
450170	1/5/2026	508-508-4230-00000	707-951-1991 (Borges, D) Service	2.70	False
450170	1/5/2026	413-130-4230-00000	707-951-3063 (Rice) Service:	4.49	False
450170	1/5/2026	001-114-4230-00000	707-951-3392 HR LINE	-16.51	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450170	1/5/2026	001-120-4230-00000	707-951-5054 (Leaver) Service:	5.99	False
450170	1/5/2026	508-508-4230-00000	707-951-5080 Camper	17.97	False
450170	1/5/2026	001-111-4230-00000	707-951-9106 Admin Auto Receptionist	7.48	False
450170	1/5/2026	001-470-4230-00000	707-951-5194 Kelly Feola	2.33	False
450170	1/5/2026	413-111-4230-00000	707-951-3228 (Wier) Service:	5.99	False
450170	1/5/2026	001-240-4230-00000	707-951-3963 (Hutchens) Service:	28.14	False
450170	1/5/2026	413-351-4230-00000	707-951-0494 (Wood-Desk) Service:	28.14	False
450170	1/5/2026	413-353-4230-00000	707-951-2627 (Van Hook) Service:	5.99	False
450170	1/5/2026	413-353-4230-00000	707-951-4951 (PW IPAD) Service:	-7.60	False
450170	1/5/2026	412-113-4230-00000	707-951-5239 Altman, Robin	0.72	False
450170	1/5/2026	419-120-4230-00000	707-951-5644 Diane Swarts	4.02	False
450170	1/5/2026	508-508-4230-00000	707-951-3374 Corp Yard Auto Receipt - Fritz	22.44	False
450170	1/5/2026	419-371-4230-00000	707-951-1991 (Borges, D) Service	8.45	False
450170	1/5/2026	001-111-4230-00000	707-951-3228 (Wier) Service:	5.99	False
450170	1/5/2026	001-480-4230-00000	707-951-3962 (A Garcia) Service:	28.14	False
450170	1/5/2026	001-240-4230-00000	707-457-0885 Dash Cam	40.01	False
450170	1/5/2026	413-353-4230-00000	707-951-4116 (Amarante) Service:	8.86	False
450170	1/5/2026	413-352-4230-00000	707-951-5005 WWTP Auto Receipt - Fritz	22.44	False
450170	1/5/2026	001-240-4230-00000	707-457-0873 Dash Cam	40.01	False
450170	1/5/2026	001-480-4230-00000	707-951-5194 Kelly Feola	3.96	False
450170	1/5/2026	413-120-4230-00000	707-951-5834 Melissa Leeper	5.99	False
450170	1/5/2026	001-240-4230-00000	707-951-5684 Garrett Shannon	17.97	False
450171	1/5/2026	001-000-3221-00000	Refund: 05/11-05/14/25 (Conf# 9588) Reissuance of ck#448393	5.64	False
450171	1/5/2026	412-000-3570-00000	Refund: 05/11-05/14/25 (Conf# 9588) Reissuance of ck#448393	56.36	False
450172	1/8/2026	610-000-2180-00000	Pro-rated memberships - Police (x2) 12.11.25-01.30.26	20.00	False
450173	1/8/2026	610-000-2174-00000	Jan 2026 for Dec Bill - Acct # Q9377	1,013.62	False
450174	1/8/2026	610-000-2177-00000	Jan 2026 Premiums - Acct # 010.21636 00001	5,532.80	False
450175	1/8/2026	610-000-2179-00000	Jan 2026 Billing	320.00	False
450176	1/8/2026	001-240-4407-00000	Pre-employment screening (x3) - Police	2,532.00	False
450177	1/8/2026	610-000-2180-00000	Pro-rated subscriptions - Police (x2) thru 2/28/26	70.00	False
450178	1/8/2026	506-506-4407-00000	Pre-employment screening - PW	1.10	False
450178	1/8/2026	001-470-4407-00000	Pre-employment screening - PW	21.00	False
450178	1/8/2026	001-240-4407-00000	Pre-employment screening - Police	400.00	False
450178	1/8/2026	001-112-4407-00000	Pre-employment screening - PW	1.10	False
450178	1/8/2026	419-371-4407-00000	Pre-employment screening - PW	30.60	False
450178	1/8/2026	001-364-4407-00000	Pre-employment screening - PW	31.50	False
450178	1/8/2026	001-230-4407-00000	Pre-employment screening - Fire	194.00	False
450178	1/8/2026	413-353-4407-00000	Pre-employment screening - PW	14.70	False
450179	1/8/2026	001-120-4124-00000	4th Qtr 2025 - Acct # 10-60484-0-00	71.72	False
450179	1/8/2026	419-120-4124-00000	4th Qtr 2025 - Acct # 10-60484-0-00	71.72	False
450179	1/8/2026	413-120-4124-00000	4th Qtr 2025 - Acct # 10-60484-0-00	71.72	False
450180	1/8/2026	001-230-4125-00000	Dec 2025 Billing - Inv # LB00004073_20251201	140.00	False
450181	1/8/2026	630-111-4409-00000	Oct 2025 Billing	300.00	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450182	1/8/2026	610-000-2179-00000	Jan 2026 Premiums - Policy # 00 639849 0001	3,021.15	False
450183	1/8/2026	610-000-2175-00000	Jan 2026 Billing - Client ID # 12003309	1,091.75	False
				668,580.53	

AP

12-27-25 to 1-09-26 Housing

User: kbates@crestedcity.org
Printed: 1/14/2026 5:44:30 AM

REVIEWED
kkozak , 1/14/2026, 7:47:08 AM



Check Date	Check Number	Description	Amount	Selected For Void
1/5/2026	450170	707-951-3392 HR LINE	-1.18	False
1/5/2026	450170	707-951-5644 Diane Swarts	0.42	False
1/5/2026	450170	707-951-5158 (Barbour) Service:	8.99	False
1/5/2026	450170	707-951-3288 (Minges) Service:	8.99	False
1/5/2026	450170	707-464-9216 (HA Office) Service:	22.44	False
1/5/2026	450170	707-951-0710 (Miller) Service:	28.14	False
1/5/2026	450170	707-951-0897 (Stover) Service:	28.14	False
1/5/2026	450170	707-951-0902 (Hartwick) Service:	28.14	False
1/5/2026	450170	707-951-0909 (Hurt) Service:	28.14	False
			<hr/> <hr/>	
			152.22	
			<hr/> <hr/>	



CITY OF CRESCENT CITY

MAYOR ISAIAH WRIGHT
COUNCIL MEMBER RAY ALTMAN
COUNCIL MEMBER STEVE SHAMBLIN

MAYOR PRO TEM CANDACE TINKLER
COUNCIL MEMBER JASON GREENOUGH
COUNCIL MEMBER STEVE SHAMBLIN

MINUTES
REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF CRESCENT CITY
FLYNN CENTER BOARD CHAMBERS
981 H STREET
CRESCENT CITY, CA 95531

MONDAY

JANUARY 5, 2026

6:00 P.M.

CLOSED SESSION

Call to order Mayor Wright called the closed session to order at 5:30 p.m.

Roll call Council Members present: Council Member Ray Altman, Council Member Jason Greenough, Council Member Steve Shamblin, Mayor Pro Tem Candace Tinkler, and Mayor Isaiah Wright
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, and City Clerk/Administrative Analyst Robin Altman

- **Conference with Legal Counsel – Potential Litigation (Gov. Code § 54957.6.9(d)(2):** Government Claim of Bre's Boutique; Government Claim of Gordon Pfeffer; Government Claim of Alba Lopez

There were no comments from the public on closed session items.

Closed session adjourned at 5:53 p.m.

OPEN SESSION

Call to order Mayor Wright called the open session to order at 6:00 p.m.

Roll call Council Members present: Council Member Ray Altman, Council Member Jason Greenough, Council Member Steve Shamblin, Mayor Pro Tem Candace Tinkler, and Mayor Isaiah Wright
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Altman, Interim Fire Chief Bill Gillespie, Public Works Director Dave Yeager, and Police Chief Richard Griffin

Pledge of Allegiance led by Mayor Wright.

REPORT OUT OF CLOSED SESSION

On a motion by Council Member Greenough, seconded by Mayor Pro Tem Tinkler with Council Member Shamblin abstaining, the City Council of the City of Crescent City denied the Government Claims of Bre's Boutique, Gordon Pfeffer, and Alba Lopez.

CEREMONIAL ITEMS - None

REPORTS AND PRESENTATIONS - None

PUBLIC COMMENT PERIOD

The following residents addressed the Council:

Roger Gitlin: stated he feels some Council comments on signage have been disparaging against local businesses.

Sam Strait: spoke in support of businesses having signs and wanted the Council to be in support as well.

CONSENT CALENDAR

1. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period November 29, 2025 through December 12, 2025 and period December 13, 2025 through December 26, 2025.*

2. Council Minutes

- *Recommendation: Approve and adopt the December 15, 2026 minutes of the City Council of the City of Crescent City.*

3. Payroll Report

- *Recommendation: Receive and file the biweekly payroll reports for the period ending December 13, 2025 paid December 19, 2025 and period ending December 17, 2025 paid January 2, 2026.*

4. Measure S Oversight Committee Appointments

- *Confirm the Mayor's appointments to the Measure S Oversight Committee: Shawna Hyatt, Dana Reno, and Ernie Perry*

Council Member Shamblin asked for item 4 to be pulled for further discussion.

There were no comments from the public on 1-3 on the consent calendar.

On a motion by Council Member Greenough, seconded by Council Member Tinkler, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted the consent calendar consisting of items 1-3 as presented.

Council Member Shamblin spoke about the appointment of someone on the fire department to the Measure S Oversight Committee and felt it was a conflict of interest and not good optics. City Attorney Rice stated that volunteer firefighters have served on the City Council multiple times. When there were times they needed to recuse themselves, they did. Measure S is an advisory committee and does not make any policy decisions. If anything comes up that a Committee Member needs to recuse themselves, they would do so. Mayor Wright stated that Mr. Reno being a volunteer firefighter is not a problem for him. Mayor Pro Tem Tinkler stated that the Measure S Oversight Committee meetings always have representatives from the departments that are being served. Stated that due to the amount of oversight being done, there would be no decisions made that would not serve the community properly. Council Member Greenough stated that someone who has volunteered to save lives should also be able to serve the community in other ways as well.

Roger Gitlin: stated that in a small community, it is very difficult to get people to serve on committees.

On a motion by Council Member Greenough, seconded by Council Member Altman, and carried on a 4-1 vote with Council Member Shamblin voting no, the City Council of the City of Crescent City confirmed the Mayor's appointments to the Measure S Oversight Committee: Shawna Hyatt, Dana Reno, and Ernie Perry.

PUBLIC HEARING

5. Public Hearing: Cannabis Regulations Update

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Close public hearing*
- *Further Council discussion*
- *Waive full reading, read by title only and adopt, Ordinance No. 860, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 17.95, COMMERCIAL CANNABIS REGULATIONS, OF TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE*

Mayor Wright opened the public hearing at 6:18 p.m.

City Attorney Rice went over the changes that were made to the ordinance and were covered at the meeting where it was introduced. Council Member Greenough cautioned against protectionism and disagrees with limiting the number but does like the accountability aspect of the ordinance. Council Member Shamblin explained his experience with this topic as a Planning Commissioner. Council Member Altman supports the amendment to the ordinance; in interest of progress would like the Council to approve the ordinance.

Mayor Wright closed the public hearing at 6:23 p.m.

On a motion by Council Member Altman, seconded by Council Member Tinkler, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City waived full reading, read by title only and adopted, Ordinance No. 860, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 17.95, COMMERCIAL CANNABIS REGULATIONS, OF TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE.

CONTINUING BUSINESS - None

NEW BUSINESS

6. Letter of Support for True North Organizing Network

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Authorize the Mayor to sign a letter of support for a California Regional Investment Initiative grant application being submitted by True North Organizing Network on behalf of the Crescent City Harbor District for a beneficial sediment reuse pilot project*

City Manager Wier reported to the Council that this is a grant opportunity that is coming before the Harbor. This will be a pilot project that will reuse the dredging from the Harbor. Mike Bahr of

CSS was reported to the Council that they are the contracted grant writers for the Harbor. This is a unique grant opportunity for the Harbor; he detailed the grant itself and the process in which the application process takes place. True North Organizing Network stepped forward to serve as the required nonprofit entity to submit the application on behalf of the Harbor. Council Member Greenough spoke in opposition to this letter of support as there was no information was in the agenda packet that outlined the funding. City Manager Wier stated that due to the timing of when this request, staff did not have more time to get additional information into the agenda packet. Mr. Bahr stated that the grant funding is in the amount of \$500,000 for the Harbor. This is for a pilot project to study the impact of removing dredge material from the Harbor and depositing it elsewhere so it can migrate to the beaches. Mayor Pro Tem Tinkler asked if the pilot project is the same study as is being done in larger bays in California? Asked if the money will be used for a study? Mr. Bahr stated that yes, the permit fee to do the pilot project is in the amount of \$250,000. The other half of the grant money will be used to conduct the study of the beach after the material is placed on the beach. Council Member Shamblin clarified that the study will make sure the material is not toxic. Council Member Greenough asked how the money would be divided up among the participating agencies. Mr. Bahr outlined how the funds would be allocated and clarified funding has not been allocated yet, this is just the application process. Council Member Greenough asked how much True North would receive from this grant funding; Mr. Bahr stated they would be receiving 10% of the funds for grant management, including accounting services. Mayor Wright asked for clarification that this would be only for our sediment; Mr. Bahr stated it would.

Sam Strait: sediment has always been an expensive project for the Harbor as it's been difficult to find places to dispose of it. Spoke in support of this project and encouraged the Council to support it as well.

Roger Gitlin: is concerned with the last-minute request to add to the agenda with little information. Asked if there was another way to do this study and is concerned with the overall project information/details.

Council Member Greenough asked if the special meeting on the 14th could include this item to make a more informed decision. Mayor Wright spoke of his concern that this is a pilot project and if Crescent City gets selected, the permit for the study of the sediment is very important. Mayor Pro Tem Tinkler stated that one cannot move forward without this study. Would like to see this letter of support be approved as there is no harm in sending a letter of support. Council Member Greenough stated that the problem with permit approval is with the State of California and the Coastal Commission. City Manager Wier stated the purpose behind this pilot project is to prove that the sediment will not have a negative impact to the beaches. Spoke about the benefit of reusing this material. Mr. Bahr stated that Coastal Commission as well as the State Water Resources Control Board are already involved in this program. He outlined the way the sand is studied and would be done over periods of time. Council Member Altman stated letters of support are good for the Harbor and is good for the fishing industry. There is no harm in sending a letter of support, details aren't necessary when there is no financial risk to the City.

On a motion by Council Member Tinkler, seconded by Council Member Altman, and carried unanimously on a 4-1 polled vote with Council Member Greenough voting no, the City Council of the City of Crescent City authorized the Mayor to sign a letter of support for a California Regional Investment Initiative grant application being submitted by True North Organizing Network on behalf of the Crescent City Harbor District for a beneficial sediment reuse pilot project.

Council Member Greenough made a substitute motion to have this item on a future agenda for more information; motion failed for lack of a second.

7. 2026 Council Board and Committee Appointments

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Confirm the Mayor's appointments to 2026 Boards and Committees*
- *Approve and adopt Resolution No. 2026-01, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPOINTING ONE MEMBER AND ONE ALTERNATE TO THE BORDER COAST REGIONAL AIRPORT AUTHORITY BOARD OF COMMISSIONERS*

City Manager Wier explained the annual process for Boards and Committees. Mayor Pro Tem Tinkler appreciated her appointment to BCRAA as she has learned a lot from being on the Board.

Sam Strait: stated that the person that is on BCRAA Board should be aware that the airport has a short lifespan as it doesn't currently support itself.

On a motion by Council Member Greenough, seconded by Council Member Shamblin, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved and adopted Resolution No. 2026-01, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPOINTING ONE MEMBER AND ONE ALTERNATE TO THE BORDER COAST REGIONAL AIRPORT AUTHORITY BOARD OF COMMISSIONERS and confirmed the Mayor's appointments to 2026 Boards and Committees.

CITY COUNCIL ITEMS

- **Reports, Concerns, Referrals, Council travel and training reports – None**
- **Legislative Matters – None**
- **City Manager Report and City Council Directives –** City Manager Wier reported on the following:
 - Recent storms and how the City was impacted and how staff managed it.
 - He outlined what items will be on the agenda for the upcoming Planning Commission meeting.
 - A delegation from Rikuzentakata will be arriving next week with a Taiko performance at Elk Valley Casino with performers from Rikuzentakata. The delegation will be taking tours as well as hearing presentations about local projects.
 - Applauded Fire Chief Gillespie for stepping in as interim while recruitment for a permanent Fire Chief is conducted.

ADJOURNMENT

There being no further business to come before the Council, Mayor Wright adjourned the meeting at 7:04 p.m. to the special meeting of the City Council of the City of Crescent City on Wednesday, January 14, 2026 at 6:00 p.m. at the Flynn Center Board Chambers, 981 H Street, Crescent City, CA 95531.

ATTEST:

Robin Altman, City Clerk/Administrative Analyst

City of Crescent City
 Biweekly Payroll Report
 Payroll Ending 01/10/2026
 Pay Date 01/16/2026

Check Numbers: 111725 - 111729 (Plus Direct Deposits)

Home Dept.	Regular Pay	Overtime	Gross Pay	Employees	Notes
City Council (110)	1,409.85	-	1,409.85	5	
Administration (111)	22,784.78	616.65	23,401.43	6	
Finance (120)	18,073.04	22.41	18,095.45	7	
City Attorney (130)	5,333.21	-	5,333.21	1	
Fire (230)	16,221.73	1,085.35	17,307.08	5	
Police (240)	44,345.45	5,180.55	49,526.00	15	
Planning (313)	794.63	-	794.63	1	
Public Works (350)	59,992.44	5,551.28	65,543.72	25	
Recreation (450)	5,284.44	-	5,284.44	2	
Swimming Pool (480)	14,090.10	1,169.81	15,259.91	16	
Housing (490)	11,642.71	-	11,642.71	4	
	199,972.38	13,626.05	213,598.43	87	
Payroll summarized above according to employees' home departments. Actual costs of employees are charged to department / fund where work was performed.					



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: JANUARY 20, 2026

SUBJECT: BUDGET-TO-ACTUAL SUMMARY AS OF NOVEMBER 30, 2025

RECOMMENDATION

- Receive and file budget-to-actual summary of the City's major operating funds for Fiscal Year 2025-26 as of November 30, 2025

BACKGROUND

In order to provide timely information to the City Council and to the public, the City's Finance Department has prepared the attached budget-to-actual reports. These reports provide a summary as of November 30, 2025 of the fiscal year-to-date revenues and expenses of the City's major operating funds: General Fund, Housing Authority Fund, RV Park Fund, Sewer Fund and Water Fund.

ITEM ANALYSIS

As of November 30, 2025, we are 42% through the fiscal year, with 58% of the year remaining. It can be helpful to review the percentage of budgeted revenues received and budgeted expenses incurred to date and to compare those percentages to the calendar date. However, revenues and expenditures are not always even throughout the year for many reasons. Many revenues are not received evenly throughout the year (particularly tax revenues and grant reimbursements), most expenses are not recorded until the invoice is received in the following month, and budgets may include large projects that have not yet been completed.

This report provides a brief summary of the actual revenues and expenditures for the year to date; additional information is provided in the budget-to-actual reports attached.

- **General Fund**

In the General Fund, 31% of budgeted revenues have been received with 69% remaining, and 28% of budgeted expenditures have been incurred with 72% remaining. Many General Fund revenues are received unevenly through the year (sales tax and Measure S are received two months in arrears, TOT and interest are received quarterly, and various property taxes are received in December, January, April, and May). General Fund budgeted expenditures include approximately \$1.3 million in transfers for large projects. Once those transfers are completed, it will add 11% to the year-to-date expenditure total.

- **Housing Authority Fund**

The Housing Authority is funded by monthly disbursements from the federal government, and the monthly housing assistance payments make up the majority of the expenditure budget. Therefore, actual revenues and expenditures usually align closely with how far we are through the fiscal year. At this point, 41% of budgeted revenues have been received with 59% remaining, and 40% of budgeted expenditures have been incurred with 60% remaining.

- **RV Park Fund**

The RV Park earns revenue primarily from space rents, which are highly seasonal. As of November 30, 63% of the budgeted revenue has been received with 37% remaining. Historical trends show the RV Park typically receives 50-55% of total revenues by November 30, meaning the revenues are on track to meet or exceed the budget projection. At this point in the year, 37% of budgeted operating expenses have been incurred with 63% of the budget remaining.

- **Sewer Fund**

The Sewer Fund earns revenue primarily from monthly charges to the users of its services. As of November 30, the primary revenue source (monthly service) is on track with 42% of the budgeted received with 58% remaining. Of total revenues, 40% of the overall budget has been received with 60% remaining. Of the budgeted operating expenses, 32% has been spent with 68% remaining.

- **Water Fund**

The Water Fund earns revenue primarily from monthly charges for service. Both the primary revenue (monthly service) and total revenues are currently at 35% of the budget received with 65% remaining. Of the budgeted operating expenses, 30% has been spent with 70% remaining.

- **Summary**

The following table summarizes the actual revenues and expenses for the City's five major operating funds, not including encumbrances:

	Budget	Actual	Remaining \$	Remaining %
General Fund				
Revenue	10,532,639	3,253,619	7,279,020	69%
Expense	12,427,858	3,429,641	8,998,217	72%
Net	(1,895,219)	(176,022)		
Housing Fund				
Revenue	4,669,583	1,912,289	2,757,294	59%
Expense	4,706,030	1,891,869	2,814,161	60%
Net	(36,447)	20,420		
RV Park Fund				
Revenue	627,786	392,863	234,923	37%
Expense	651,106	243,947	407,159	63%
Capital Grant Revenue	835,000	-	835,000	100%
Capital Expense	835,000	7,727	827,273	99%
Net	(23,320)	141,188		
Sewer Fund				
Revenue	5,888,575	2,342,907	3,545,668	60%
Operating Expense	5,548,913	1,799,607	3,749,306	68%
Debt Service	1,697,663	1,697,663	-	0%
Transfer to Sewer CIP Fund	75,000	-	75,000	
Transfer to Equipment ISF	16,000	-	16,000	100%
Net	(1,449,001)	(1,154,362)		
Water Fund				
Revenue	3,181,871	1,114,348	2,067,523	65%
Operating Expense	3,252,487	971,447	2,281,041	70%
Transfer to Water CIP Fund	400,000	-	400,000	100%
Transfer to Equipment ISF	12,150	-	12,150	100%
Net	(482,766)	142,901		

• **Long-term Liabilities**

The City's long-term liability balances are included in the table below. Net Pension Liability, Net OPEB Liability, Compensated Absences, and Subscriptions Payable are updated annually during the audit process. The Sewer Fund loan balance is updated when payments are made each July. This table does not include interfund balances (amounts owed from one City fund to another).

Liability	Fund	Balance	As of
Net Pension Liability	Multiple	13,260,280	6/30/2025
Net OPEB Liability	Multiple	670,734	6/30/2025
Compensated Absences	Multiple	994,317	6/30/2025
Subscriptions Payable	IT	95,794	6/30/2025
SRF Loan	Sewer	25,464,940	7/31/2025

FISCAL ANALYSIS

Preparation of this report is informational in nature and has no direct fiscal impact. The FY 2024-25 audit was recently completed and is scheduled to be presented to the Council at the next meeting (February 2). At that time, a detailed report of the budget-to-actual revenues and expenses for FY 2024-25 will be presented, and the FY 2025-26 fund balances and projections will be updated.

STRATEGIC PLAN ASSESSMENT

This report is consistent with Strategic Plan Goal 3 to “Maintain responsible fiscal management and accountability.”

ATTACHMENTS

1. Monthly budget-to-actual report as of November 30, 2025

City of Crescent City
FY 2025-26 General Fund Operating Report
As of November 30, 2025

% of Year Remaining: 58%

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Non-Departmental Revenue									
Tax Revenue	1	7,743,963	2,209,629	29%	5,534,334	71%	-	5,534,334	71%
Licenses & Permits		258,535	69,848	27%	188,687	73%	-	188,687	73%
Interest Income	2	150,000	45,203	30%	104,797	70%	-	104,797	70%
Lease-Rental Income		36,182	15,015	41%	21,167	59%	-	21,167	59%
Other Revenue		11,150	12,324	111%	(1,174)	-11%	-	(1,174)	-11%
Departmental Revenue									
City Manager		92,796	1,000	1%	91,796	99%	-	91,796	99%
Econ Dev / Comm Supp / Grants		140,000	2,548	2%	137,452	98%	-	137,452	98%
Human Resources		24,786	30	0%	24,756	100%	-	24,756	100%
Finance		-	300		(300)		-	(300)	
Fire	3	1,121,124	459,155	41%	661,969	59%	-	661,969	59%
Police	4	293,763	221,238	75%	72,525	25%	-	72,525	25%
Code Enforcement		100,000	-	0%	100,000	100%	-	100,000	100%
Building Inspection		93,050	62,461	67%	30,589	33%	-	30,589	33%
Planning		11,100	1,973	18%	9,127	82%	-	9,127	82%
Streets		208,685	61,738	30%	146,947	70%	-	146,947	70%
Parks		5,000	12,576	252%	(7,576)	-152%	-	(7,576)	-152%
Cultural Center		16,200	1,382	9%	14,818	91%	-	14,818	91%
Swimming Pool		226,305	77,198	34%	149,107	66%	-	149,107	66%
Revenue Total		10,532,639	3,253,619	31%	7,279,020	69%	-	7,279,020	69%
Non-Departmental Expenditures									
City Council		34,385	11,235	33%	23,150	67%	897	22,254	65%
City Manager		179,755	34,027	19%	145,728	81%	607	145,121	81%
Econ Dev / Comm Supp / Grants		588,832	100,554	17%	488,278	83%	83,951	404,328	69%
City Clerk		55,465	21,270	38%	34,195	62%	-	34,195	62%
Human Resources		139,612	28,026	20%	111,586	80%	8,490	103,096	74%
Finance		400,273	149,137	37%	251,136	63%	3,430	247,706	62%
City Attorney		103,852	32,077	31%	71,775	69%	578	71,197	69%
Fire		2,198,758	530,036	24%	1,668,722	76%	110,177	1,558,545	71%
Police		3,735,347	1,248,479	33%	2,486,868	67%	327,454	2,159,414	58%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances			Encumbrances	
					Remaining	%		Remaining	%
Code Enforcement		174,124	82,157	47%	91,967	53%	-	91,967	53%
Building Inspection		226,247	44,741	20%	181,506	80%	-	181,506	80%
Planning		325,232	123,102	38%	202,131	62%	139,539	62,592	19%
Public Works Admin		163,629	57,874	35%	105,755	65%	-	105,755	65%
Streets		1,752,485	348,491	20%	1,403,994	80%	183,319	1,220,675	70%
Parks		695,660	223,788	32%	471,872	68%	37,600	434,272	62%
Cultural Center		192,686	45,244	23%	147,442	77%	43,413	104,029	54%
Swimming Pool		1,257,184	347,717	28%	909,467	72%	86,596	822,872	65%
Expenditure Total		12,427,858	3,429,641	28%	8,998,217	72%	1,141,694	7,856,523	63%
Net Operating Results		(1,895,219)	(176,022)						

Notes:

- 1 Sales tax and Measure S are received 2 months in arrears, so this report reflects revenue earned July - September. TOT is due quarterly, one month after the quarter ends, so this report reflects revenue earned in the first quarter (Jul - Sep, paid in Oct). (TOT is also highly seasonal.)
Property taxes and in-lieu are received Dec, Jan, Apr, and May.
- 2 Interest is received quarterly, so this report reflects interest earned in the first quarter (Jul - Sep, received in Oct).
- 3 The majority of Fire revenue is for services to the Crescent Fire Protection District which is billed quarterly, so this report reflects the first quarter (Jul - Sep). It also includes revenue of \$273k for prior year services that will be included in FY26 revenue.
- 4 Includes \$137k grant revenues for FY25 not received in time for FY25 that will be included in FY26 revenue.

City of Crescent City
FY 2025-26 Housing Fund Operating Report
As of November 30, 2025

% of Year Remaining: 58%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances	Remaining		Encumbrances	Remaining
Revenue									
Housing Choice Voucher Program									
Housing Assistance Revenue		3,669,720	1,471,546	40%	2,198,174	60%	-	2,198,174	60%
Admin Revenue		572,528	265,149	46%	307,379	54%	-	307,379	54%
Emergency Housing Voucher Program									
Housing Assistance Revenue		70,200	24,600	35%	45,600	65%	-	45,600	65%
Admin Revenue		11,907	5,006	42%	6,901	58%	-	6,901	58%
Mainstream Voucher Program									
Housing Assistance Revenue		273,600	117,312	43%	156,288	57%	-	156,288	57%
Admin Revenue		47,628	19,661	41%	27,967	59%	-	27,967	59%
Other Revenues									
Interest		6,000	212	4%	5,788	96%	-	5,788	96%
Port In - Admin			465		(465)		-	(465)	
Port In - HAP			6,080		(6,080)		-	(6,080)	
Recovery - Admin		9,000	-	0%	9,000	100%	-	9,000	100%
Recovery - HAP		9,000	-	0%	9,000	100%	-	9,000	100%
Other Revenue			2,258		(2,258)		-	(2,258)	
Revenue Total		4,669,583	1,912,289	41%	2,757,294	59%	-	2,757,294	59%
Expenditures by Department									
City Manager		5,558	1,999	36%	3,559	64%	-	3,559	64%
Human Resources		8,417	1,090	13%	7,327	87%	36	7,292	87%
Finance		11,839	5,757	49%	6,082	51%	95	5,987	51%
City Attorney		2,413	334	14%	2,079	86%	-	2,079	86%
Housing Authority									
Housing Assistance Payments		4,013,520	1,622,509	40%	2,391,011	60%	-	2,391,011	60%
Admin		664,283	260,179	39%	404,104	61%	26,411	377,693	57%
Expenditure Total		4,706,030	1,891,869	40%	2,814,161	60%	26,541	2,787,620	59%
Net Operating Results		(36,447)	20,420						

City of Crescent City
FY 2025-26 RV Park Fund Operating Report
As of November 30, 2025

% of Year Remaining: 58%

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Revenue									
Interest		10,000	9,016	90%	984	10%	-	984	10%
Misc Sales		14,500	10,118	70%	4,382	30%	-	4,382	30%
Rental Revenue	1	603,286	373,729	62%	229,557	38%	-	229,557	38%
Other Revenue		-	-		-		-	-	
Revenue Total		627,786	392,863	63%	234,923	37%	-	234,923	37%
Operating Expenses by Department									
RV Park		544,963	205,563	38%	339,400	62%	83,430	255,970	47%
City Council		4,075	1,446	35%	2,629	65%	112	2,517	62%
City Manager		13,673	4,704	34%	8,969	66%	-	8,969	66%
City Clerk		6,529	2,406	37%	4,123	63%	-	4,123	63%
Human Resources		4,009	520	13%	3,489	87%	17	3,472	87%
Finance		65,981	25,394	38%	40,587	62%	137	40,450	61%
City Attorney		11,876	3,914	33%	7,962	67%	-	7,962	67%
Expense Total		651,106	243,947	37%	407,159	63%	83,696	323,463	50%
Net Operating Results		(23,320)	148,916						
Capital Grant Revenue		835,000	-	0%	835,000	100%	-	835,000	100%
Capital Expenses		835,000	7,727	1%	827,273	99%	4,189	823,084	99%
Net		(23,320)	141,188						

Notes:

1 Rental revenue is highly seasonal.

City of Crescent City
FY 2025-26 Sewer Fund Operating Report
As of November 30, 2025

% of Year Remaining: 58%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances	Remaining		Encumbrances	Remaining
Sewer Fund Revenue									
Interest	1	100,000	27,401	27%	72,599	73%	-	72,599	73%
Other Income	2	27,800	26,621	96%	1,179	4%	-	1,179	4%
Charges for Services		4,578,264	1,943,441	42%	2,634,823	58%	-	2,634,823	58%
Sewer Connections	3	200,000	296,289	148%	(96,289)	-48%	-	(96,289)	-48%
Sewer Lab	4	134,400	31,561	23%	102,839	77%	-	102,839	77%
County Collection System (CSA)	5	269,177	-	0%	269,177	100%	-	269,177	100%
Grant Revenue		384,860	17,594	5%	367,266	95%	-	367,266	95%
Transfers In		194,074	-	0%	194,074	100%	-	194,074	100%
Sewer Fund Revenue Total		5,888,575	2,342,907	40%	3,545,668	60%	-	3,545,668	60%
Sewer Fund Expenses by Dept									
City Council		43,374	17,168	40%	26,206	60%	894	25,312	58%
City Manager		135,559	57,385	42%	78,174	58%	607	77,567	57%
Econ Dev / Grants		67,370	28,431	42%	38,939	58%	-	38,939	58%
City Clerk		77,933	34,845	45%	43,088	55%	-	43,088	55%
Human Resources		25,646	7,051	27%	18,595	73%	76	18,519	72%
Finance		486,769	201,128	41%	285,641	59%	21,990	263,650	54%
City Attorney		74,319	28,645	39%	45,674	61%	289	45,385	61%
Sewer Lab		506,546	209,296	41%	297,250	59%	60,331	236,919	47%
WWTP Operations		3,033,506	808,142	27%	2,225,364	73%	1,623,920	601,443	20%
City Collection System		550,130	221,062	40%	329,068	60%	27,796	301,272	55%
County Collection System (CSA)		271,485	71,895	26%	199,590	74%	50,494	149,096	55%
WWTP Major Maintenance		276,276	114,558	41%	161,718	59%	21,049	140,669	51%
Operating Expense Total		5,548,913	1,799,607	32%	3,749,306	68%	1,807,447	1,941,859	35%
Debt Service	6	1,697,663	1,697,663	100%	-	0%	-	-	0%
Transfers to Sewer CIP Fund		75,000	-	0%	75,000	100%	-	75,000	100%
Transfers to Equipment ISF		16,000	-	0%	16,000	100%	-	16,000	100%
Sewer Fund Expense Total		7,337,576	3,497,269	48%	3,840,306	52%	1,807,447	2,032,859	28%
Net Sewer Fund Results		(1,449,001)	(1,154,362)						

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including		
					Encumbrances	Remaining		Encumbrances	Remaining	
Sewer CIP Revenues										
Transfers in (from Sewer Fund)		75,000	-	0%	75,000	100%	-	75,000	100%	
Interest	1	50,000	11,804	24%	38,196	76%	-	38,196	76%	
Sewer CIP Revenue Total		125,000	11,804	9%	113,196	91%	-	113,196	91%	
Sewer CIP Expenses										
RBC Gear Box		62,000	-	0%	62,000	100%	-	62,000	100%	
Boiler		228,000	-	0%	228,000	100%	-	228,000	100%	
Influent Gate		35,000	-	0%	35,000	100%	15,000	20,000	57%	
Primary Influent Valves		120,000	-	0%	120,000	100%	-	120,000	100%	
Influent Screens		200,000	144,804	72%	55,196	28%	6,966	48,230	24%	
Sewer Mains		225,000	-	0%	225,000	100%	-	225,000	100%	
Transfers out (to Sewer Fund)		194,074	-	0%	194,074	100%	-	194,074	100%	
Sewer CIP Expense Total		1,064,074	144,804	14%	919,270	86%	21,966	897,304	84%	
Net Sewer CIP Results		(939,074)	(133,000)							

NOTES:

- 1 Interest is received quarterly, so this report reflects interest earned in the first quarter (Jul - Sep, received in Oct).
- 2 NSF and late fees for all utility accounts are recorded here and then allocated between water and sewer at the end of the year.
- 3 Actual results depend on the number of connections requested.
- 4 Internal lab services are billed quarterly, so this report includes 1st quarter (Jul-Sep); external customers are billed the month following service.
- 5 Amounts depend on actual expenditures, will be billed to County.
- 6 Annual debt service payment is made in July.

City of Crescent City
FY 2025-26 Water Fund Operating Report
As of November 30, 2025

% of Year Remaining: 58%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances	Remaining		Encumbrances	Remaining
Water Fund Revenue									
Interest		67,500	23,388	35%	44,112	65%	-	44,112	65%
Rental Revenue	1	24,648	8,215	33%	16,433	67%	-	16,433	67%
Other Revenue	2	27,196	-	0%	27,196	100%	-	27,196	100%
Charges for Services		2,695,897	949,931	35%	1,745,966	65%	-	1,745,966	65%
Water Connections	3	95,000	127,653	134%	(32,653)	-34%	-	(32,653)	-34%
Water CSD Admin Revenue		3,300	-	0%	3,300	100%	-	3,300	100%
Other Reimbursements		58,130	5,161	9%	52,969	91%	-	52,969	91%
Transfers In		210,200	-	0%	210,200	100%	-	210,200	100%
Water Fund Revenue Total		3,181,871	1,114,348	35%	2,067,523	65%	-	2,067,523	65%
Water Fund Expenses by Department									
City Council		42,748	14,635	34%	28,113	66%	505	27,608	65%
City Manager		134,430	48,672	36%	85,758	64%	607	85,151	63%
Econ Dev / Grants		60,729	22,030	36%	38,699	64%	-	38,699	64%
City Clerk		71,166	26,108	37%	45,058	63%	809	44,250	62%
Human Resources		27,724	5,447	20%	22,277	80%	-	22,277	80%
Finance		466,310	170,703	37%	295,607	63%	24,797	270,810	58%
City Attorney		63,026	22,092	35%	40,934	65%	289	40,645	64%
Water Operations		2,253,437	638,217	28%	1,615,220	72%	136,233	1,478,987	66%
Water CSD		132,917	23,542	18%	109,375	82%	22,000	87,375	66%
Operating Expense Total		3,252,487	971,447	30%	2,281,041	70%	185,239	2,095,801	64%
Transfers to Water CIP Fund		400,000	-	0%	400,000	100%	-	400,000	100%
Transfers to Equipment ISF		12,150	-	0%	12,150	100%	-	12,150	100%
Water Fund Expense Total		3,664,637	971,447	27%	2,693,191	73%	185,239	2,507,951	68%
Net Water Fund Results		(482,766)	142,901						

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances			Encumbrances	
					Remaining	%		Remaining	%
Water CIP Revenues									
Transfers in (from Water Fund)		400,000	-	0%	400,000	100%	-	400,000	100%
Interest		50,000	15,907	32%	34,093	68%	-	34,093	68%
Grant Revenue		695,122	-	0%	695,122	100%	-	695,122	100%
Water CIP Revenue Total		1,145,122	15,907	1%	1,129,215	99%	-	1,129,215	99%
Water CIP Expenses									
Ground Source Well		649,122	1,213	0%	647,909	100%	7,326	640,583	99%
Surge Protection		814,743	68,472	8%	746,271	92%	642,528	103,743	13%
Automatic Meter Reading		606,844	89,333	15%	517,511	85%	161,235	356,276	59%
Water Mains		195,107	54,250	28%	140,857	72%	6,000	134,857	69%
Transfers out (to Water Fund)		210,200	-	0%	210,200	100%	-	210,200	100%
Water CIP Expense Total		2,476,016	213,269	9%	2,262,747	91%	817,089	1,445,659	58%
Net Water CIP Results		(1,330,894)	(197,362)						

NOTES:

- 1 Cell tower rent.
- 2 NSF and late fees are allocated at the end of the year.
- 3 Includes both the connection fee and charges for equipment/materials related to the connection. Actual results depend on connections requested.



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: BILL GILLESPIE, INTERIM FIRE CHIEF

DATE: JANUARY 20, 2026

SUBJECT: BUDGET AMENDMENT – ENGINE 5111 VEHICLE ACCIDENT REPAIRS

RECOMMENDATION

- Approve and adopt Resolution No. 2026-03, A Resolution of the City Council of the City of Crescent City Amending the Fiscal Year 2025-26 Budget

BACKGROUND

On October 25, 2025, Crescent City Fire & Rescue Engine 5111 was responding Code 3 (lights and sirens) when it was involved in a motor vehicle accident that resulted in damage to the apparatus. The incident was reported to the City's insurance provider, Golden State Risk Management Authority (GSRMA).

Following the accident, staff obtained repair estimates to determine the full scope of work required to return Engine 5111 to a safe and fully operational condition. The total cost of the necessary repairs exceeds the remaining balance available in the Fire Department's vehicle repair budget line, requiring City Council approval of a budget amendment.

FISCAL ANALYSIS

Staff obtained repair estimates from qualified vendors for mechanical repairs, body work, and apparatus graphics. The estimated costs are as follows:

- Fire Apparatus Solutions: \$5,000.00
- Howard's Auto Body: \$5,461.98
- Southern Oregon Signs: \$2,385.60

Total Estimated Repair Cost: \$12,847.58

A budget amendment is required to account for both the repair expenditure and insurance reimbursement, less the City's deductible. As the other driver was at fault, GSRMA will attempt to recover the cost including deductible from the other party's insurance. If successful, the deductible will be reimbursed to the City as well.

STRATEGIC PLAN ANALYSIS

Approval of this item supports the City's strategic goals related to public safety, risk management, and continuity of emergency services. Timely repair of Engine 5111 ensures the Fire Department maintains reliable and safe apparatus availability for emergency response, minimizes service disruptions, and protects the City's investment in critical public safety assets.

ATTACHMENTS

- Resolution No. 2026-03

RESOLUTION NO. 2026-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT
AMENDING THE CITY BUDGET FOR FISCAL YEAR 2025-26**

WHEREAS, the budget for the fiscal year beginning July 1, 2025, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 16th day of June 2025; and

WHEREAS, the City Council adopted said budget by way of Resolution No. 2025-24 and has the authority to amend said budget from time to time; and

WHEREAS, a Fire vehicle was damaged in an accident and requires repairs, which will be reimbursed by the City's insurance; and

WHEREAS, the fulfillment of these priorities requires an amendment to the City's operating budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AS FOLLOWS:

1. That the Fiscal Year 2025-26 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

Fund	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund	\$11,848	\$12,848

APPROVED and ADOPTED and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 20th day of January 2026, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

Adjourn to the
Successor Agency to the
Redevelopment Agency

SUCCESSOR AGENCY AGENDA REPORT

TO: SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF CRESCENT CITY

FROM: LINDA LEAVER, CITY OF CRESCENT CITY FINANCE DIRECTOR

DATE: JANUARY 20, 2026

SUBJECT: RECOGNIZED OBLIGATION PAYMENT SCHEDULE PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(l) FOR THE PERIOD JULY 1, 2026 THROUGH JUNE 30, 2027

RECOMMENDATION

- Consider and adopt Resolution No SA 2026-01, A Resolution of the Successor Agency to the Dissolved Redevelopment Agency of the City of Crescent City Approving a Recognized Obligation Payment Schedule (ROPS) for the Period July 1, 2026 Through June 30, 2027, Pursuant to Health and Safety Code Section 34177(l) and (m)

BACKGROUND

Pursuant to Health and Safety Code Section 34172, the Redevelopment Agency of the City of Crescent City (“Agency”) was dissolved as of February 1, 2012. The City of Crescent City (“RDA Successor Agency”) is the successor agency of the former Redevelopment Agency, and pursuant to Health and Safety Code Section 34173(g), the RDA Successor Agency is a separate legal entity from the City.

One of the responsibilities of the Successor Agency is to prepare a ROPS, which sets forth the nature, amount, and source(s) of payment of all “enforceable obligations” of the Agency (as defined by law) to be paid by the Successor Agency. This report is for the fiscal period July 1, 2026 through June 30, 2027.

The Oversight Board is responsible for approving the actions of the RDA Successor Agency pursuant to Health and Safety Code Section 34179, including the Recognized Obligation Payment Schedule (“ROPS”).

This ROPS, once approved by the Successor Agency, must be submitted to the Oversight Board for approval. The Oversight Board is scheduled to meet January 21, 2026. The approved ROPS is required to be submitted to the Department of Finance, California State Controller, and County Auditor-Controller by February 1, 2026.

ANALYSIS

Attached is the ROPS for the period July 1, 2026 through June 30, 2027. It is organized into the following sections:

Recognized Obligation Payment Schedule (ROPS 26-27) – Summary and Detail

This report shows the estimated amounts to be expended and the funding source for those amounts. The Successor Agency has two potential sources of funding to make payments on recognized obligations and to cover administrative costs:

- Existing assets / fund balance
- Redevelopment Property Tax Trust Fund (RPTTF)

Of these amounts, the Successor Agency is required to use its assets first and then may request RPTTF to cover any shortfall to make approved payments toward recognized obligations. RPTTF is collected by the County and distributed to taxing entities pursuant to Health and Safety Code Section 34183. The remaining amount (called the residual) is potentially available to fund Successor Agency obligations. However, the Successor Agency may only request up to 50% of the difference between the projected residual and the actual residual from the base year 2012-13.

The ROPS 26-27 is based on the prior year actual amounts and a projection for the current year. If the actual current year amounts differ from the projection submitted via the ROPS, the State Department of Finance will adjust the ROPS amount. If the State adjusts the ROPS amounts, the Successor Agency will adjust the payment accordingly and no additional action is required from the Successor Agency or the Oversight Board.

The proposed ROPS estimates \$159,778 will be available to make recognized obligation payments in Fiscal Year 2026-27. Of this amount, \$12,771 will come from existing funds in the Successor Agency fund and \$147,007 is requested to be funded from RPTTF. The only remaining obligation of the Successor Agency is a balance of \$276,214 on the Water Fund loan.

The total amount to be repaid each year will change depending on the RPTTF residual amount available, which fluctuates from year to year. Staff estimates the loan will be fully paid off in Fiscal Year 2028-29, although this may change depending on the annual RPTTF calculation. Once this loan is fully paid off, there will be no other obligations of the Successor Agency.

Also under AB 1484, 20% of the Water Fund loan repayment each year must be set aside in the Successor Housing Fund for affordable housing. Therefore, of the proposed \$159,778 payment, \$127,822.40 will go to the Water Fund and \$31,955.60 will go to the Successor Housing Fund. In order to address what would have otherwise been a loss to the Water Fund, the City Council approved payment in FY 2021-22 from the General

Successor Agency Staff Report
ROPS 26-27
January 20, 2026

Fund to the Water Fund to cover the full 20% it would otherwise have lost. Due to this action, the Water Fund was made whole.

Cash Balance Report

The Report of Cash Balances tracks Successor Agency cash flow and ending balances across several ROPS periods. Each year the ROPS includes a look-back report of the cash balances as of three years prior. This form provides transparency over the continual estimation and tax distribution true-up processes embedded in the State dissolution law.

FISCAL IMPACT

The ROPS 26-27 financial report authorizes the Successor Agency to request \$147,007 from RPTTF funds, all of which will go toward the loan payment. This is in accordance with the purpose of the Successor Agency, which is to wind down the affairs of the former Redevelopment Agency and pay its enforceable obligations.

Due to the timing of when final RPTTF information is available compared to the deadline for ROPS submission, the amounts provided are based on estimates only. If necessary, the DOF will make adjustments to the ROPS when final RPTTF amounts are known. If the DOF makes any adjustments, the Successor Agency will pay the updated amounts in FY 2026-27 and no additional action will be required.

ATTACHMENTS

- Resolution No. SA 2026-01
- ROPS 26-27

RESOLUTION NO. SA2026-01

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF CRESCENT CITY, APPROVING AND ADOPTING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE COVERING THE PERIOD JULY 1, 2026 THROUGH JUNE 30, 2027, PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(I) AND (m)

WHEREAS, pursuant to Health and Safety Code Section 34173(d), the City of Crescent City elected to become the successor agency to the Redevelopment Agency of the City of Crescent City (“Successor Agency”) by Resolution No. 2012-03 on January 17, 2012; and

WHEREAS, pursuant to Health and Safety Code Section 34173(g), the Successor Agency is now a separate legal entity from the City; and

WHEREAS, Health and Safety Code Section 34177(l) requires the Successor Agency to prepare a recognized obligation payment schedule (“ROPS”) before each fiscal year; and

WHEREAS, Health and Safety Code Section 34177(l)(2) requires the Successor Agency to submit the ROPS to the Successor Agency’s oversight board for its approval, and upon such approval, the Successor Agency is required to submit a copy of the approved ROPS (“Approved ROPS”) to the Del Norte County Auditor-Controller, the California State Controller, and the State of California Department of Finance, and post the Approved ROPS on the Successor Agency’s website; and

WHEREAS, Health and Safety Code Section 34177(m) requires that the Approved ROPS for the period July 1, 2026 through June 30, 2027 (“ROPS 26-27”) is required to be submitted to the Department of Finance, California State Controller and the County Auditor-Controller by February 1, 2026; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF CRESCENT CITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. CEQA Compliance. The approval of the ROPS 26-27 through this Resolution does not commit the Successor Agency to any action that may have a

significant effect on the environment. As a result, such action does not constitute a project subject to the requirements of the California Environmental Quality Act. The City Clerk is authorized and directed to file a Notice of Exemption with the appropriate official of the County of Del Norte, California, within five (5) days following the date of adoption of this Resolution.

Section 3. Approval of ROPS. The Successor Agency hereby approves and adopts the ROPS 26-27, covering the period July 1, 2026 through June 30, 2027, in substantially the form attached to this Resolution as Exhibit A, as required by Health and Safety Code Section 34177.

Section 4. Transmittal of ROPS. The Finance Director, Linda Leaver, is hereby authorized and directed to take any action necessary to carry out the purposes of this Resolution and comply with applicable law regarding the ROPS 26-27, including submitting the ROPS 26-27 to the Successor Agency's oversight board for approval, and submission of the Approved ROPS to the Del Norte County Auditor-Controller, the California State Controller, and the State of California Department of Finance, and posting the Approved ROPS on the Successor Agency's website.

Section 5. Effectiveness. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED at a meeting of the Successor Agency to the former Redevelopment Agency of the City of Crescent City on the 20th day of January 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isaiah Wright, Chairperson

ATTEST:

Robin Altman, Secretary

EXHIBIT A

RECOGNIZED OBLIGATION PAYMENT SCHEDULE

[Attached behind this page]

Requested Funding for Obligations		26-27A Total	26-27B Total	ROPS Total
A	Obligations Funded as Follows (B+C+D)	12,771	-	12,771
B	Bond Proceeds	-	-	-
C	Reserve Balance	12,771	-	12,771
D	Other Funds	-	-	-
E	Redevelopment Property Tax Trust Fund (RPTTF) (F+G)	147,007	-	147,007
F	RPTTF	147,007	-	147,007
G	Administrative RPTTF	-	-	-
H	Current Period Obligations (A+E)	159,778	-	159,778

Item #	Obligation Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Total Outstanding Obligation	Retired	ROPS 25-26 Total	ROPS 26-27A (Jul-Dec) Fund Sources					ROPS 26-27B (Jan-June) Fund Sources							
										Bonds	Reserves	Other	RPTTF	Admin	25-26 A Total	Bonds	Reserves	Other	RPTTF	Admin	25-26 B Total	
1	Water Fund Loan	City/County Loan (Prior 06/28/11), Other	1/1/1996	6/30/2032	City of Crescent City Water Utility	Debt to fund non-housing projects	276,214	N	159,778		12,771		147,007		159,778							0

July 1, 2023 through June 30, 2024

(Report Amounts in Whole Dollars)

A	B	C	D	E	F	G	H
	ROPS 23-24 Cash Balances (07/01/23 - 06/30/24)	Fund Sources					
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF	Comments
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future	Rent, Grants, Interest, etc.	Non-Admin and Admin	
1	Beginning Available Cash Balance (Actual 07/01/23) RPTTF amount should exclude "A" period distribution amount				9,675	2,160	Adjusted to reflect actual cash
2	Revenue/Income (Actual 06/30/24) RPTTF amount should tie to the ROPS 23-24 total distribution from the County Auditor-Controller				3,096	95,000	
3	Expenditures for ROPS 23-24 Enforceable Obligations (Actual 06/30/24)					93,463	
4	Retention of Available Cash Balance (Actual 06/30/24) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)						
5	ROPS 23-24 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 23-24 PPA form submitted to the CAC					1,537	
6	Ending Actual Available Cash Balance (06/30/24) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	0	0	0	12,771	2,160	



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: BRIDGET LACEY, GRANTS AND ECONOMIC DEVELOPMENT
MANAGER**

DATE: JANUARY 20, 2026

SUBJECT: DOWNTOWN SPECIFIC PLAN - PHASE I SUMMARY REPORT

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve the Crescent City Downtown Specific Plan Phase I Summary Report from Crandall Arambula P.C., Urban Planners.

BACKGROUND

On December 4, 2024, City staff were notified that the City was preliminarily selected to receive \$186,000 in EDA funds to complete a Downtown Specific Plan, yet by January 2025 a federal spending freeze halted the award process. Funding for this award is not guaranteed but has been moved into FY26 with assurance that it has also not been denied.

The EDA grant will require a 20% match, or \$46,000. On December 16, 2024, Council approved and authorized the City Manager to execute a professional services agreement with Crandall Arambula, PC for the development of a Downtown Specific Plan and approved an additional contribution of \$48,000 for a total match of \$94,000. These matching funds are already budgeted to be funded with \$30,000 in previously awarded economic development funds from The California Endowment and \$64,000 in defederalized CDBG program income (funds related to prior CDBG grant activities that have been retained by the City and allowed to be allocated by the Council to another project).

After waiting several months for our award to move forward, the City was at risk of losing the consultant that had been selected to perform the study due to his future availability and was at risk of missing an opportunity for the Downtown Specific Plan to connect with

and inform several other projects that were underway such as the Harbor, Front Street, Beachfront Park, and our Business Assistance Program. On March 17, 2025, the City Council approved and authorized the City Manager to execute a revised professional services agreement with Crandall Arambula, PC to split the Downtown Specific Plan into two phases. It was understood that we would only complete Phase I with the City's matching funds (\$94,000) at that time and complete Phase II with the EDA award of \$186,000 if and when we are awarded the grant.

While Phase I costs meet the EDA definition of "pre-award" costs and should still be considered the City's required match if awarded, EDA can only approve pre-award costs as part of the award package, so there is still some risk to spending any funds before an award contract is executed.

Splitting the project into two phases allowed the City to move forward with the consultant who was unanimously determined to be the best fit for the project by the hiring panel comprised of City staff and key community members. Crandall Arambula has an impressive resume spanning over 25 years, including a portfolio of over 50 Downtown Plan projects nationwide. Their past revitalization efforts have created authentic downtowns that have thriving retail, restaurants, and visitor attractions while improving livability, maintaining affordability, and equitable economic opportunity for all community members. Crandall Arambula has committed to producing a list of no more than five catalyst implementation priorities for the City that are not only good ideas but make financial sense, and a roadmap for substantial, achievable change, within no more than five years of plan adoption.

Upon execution of the professional services agreement with Crandall Arambula, Phase I of the Downtown Specific Plan began in March 2025.

ITEM ANALYSIS

As previously mentioned, the Planning Process was broken down into two phases due to funding restrictions. The scope for Phase I includes the following tasks:

- Project Management
- Existing Conditions Analysis
- Community Outreach and Engagement
- Downtown Vision and Goals & Objectives Development
- Buildout Concept Options
- 'Revitalization Strategy' Catalyst and Priority Projects Identification

Community outreach and engagement during Phase I included:

Town Hall Visioning Workshop

September 4, 2025, 5:30pm-7:30pm at the Cultural Center, 1001 Front Street

- A Town Hall Visioning Workshop to discuss existing conditions and the characteristics of a successful downtown. Attendees were asked to provide downtown opportunities and constraints to build upon or to mitigate. Feedback was

utilized to create the Downtown Specific Plan Vision and Goals & Objectives planning criteria.

Design Workshop

November 12, 2025, 5:30-7:30pm at the Cultural Center, 1001 Front Street

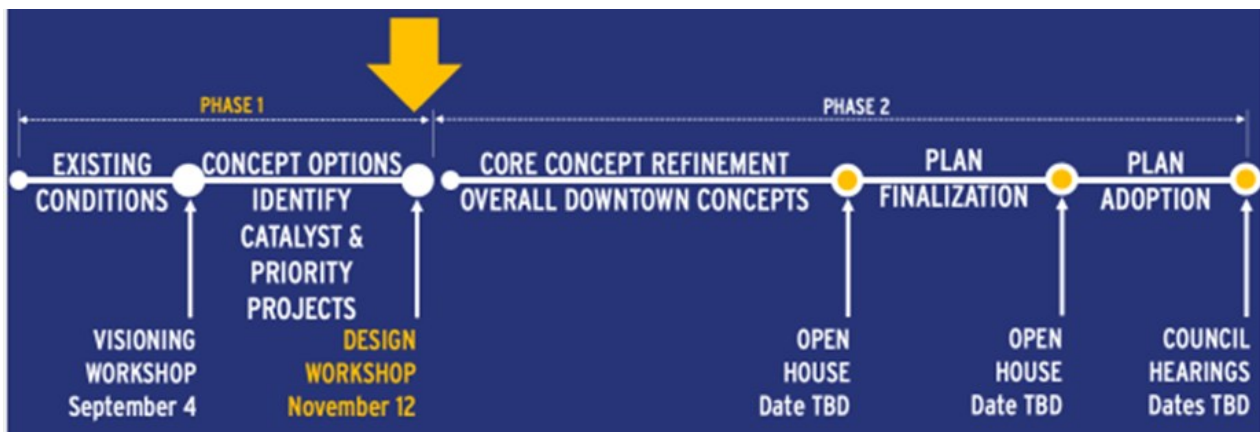
- A Town Hall Design Workshop to discuss Land Use and Public Realm Design Concepts and an implementation 'Revitalization Strategy'. Meeting attendees were asked to provide feedback on proposals. Feedback will be used to refine the Downtown Specific Plan concepts and implementation strategies during Phase II of the project

Phase I Outcomes

City staff have been able to use the buildout concept drawings established in Phase I to begin the process of seeking out implementation grant funding for several of the identified strategies. Development momentum has begun to implement the Revitalization Strategy, an example being the Redwood Downtown affordable housing project which will utilize the proposed downtown design guidelines for their project. Additional planning and design for concepts identified in the Revitalization Strategy include:

- Adopted and Approved Plans for the Transit Center: collaboration with the Transit Center consultant team on refinement of material required for the project Environmental Impact Report and site plan refinement.
- Retail Streetscapes: initiation of a survey and civil drawings for Third and K Street improvements.

The status of the overall project schedule is described below:



When planning and design funds become available, the following scope of work will be completed as part of Phase II:

- Project Management
- Collect and Analyze Data: a Business/Visitor analysis and Cost of Doing Business Analysis will be completed to help recruit/retain businesses downtown.

- Public Outreach/Visioning: additional Steering Committee and Town Hall meetings.
- Concept Drawing Refinement: after a Downtown Core Phase I alternatives are selected, the preferred concepts will be refined, reviewed again, and finalized.
- Preliminary concept-level cost estimates will be provided to inform a Return on Investment (ROI) analysis.
- Architectural Design Standards and Guidelines: descriptive and prescriptive standards and guidelines will be developed for Downtown Core retail, commercial, and multifamily land uses. The guidelines will include a range of Crescent City, California, North Coast, and Pacific Northwest Coast – appropriate architectural styles. The standards and guidelines shall include building permitted and prohibited façade materials, form, massing, articulation, and fenestration requirements at a minimum.
- Draft, edit, revise, and finalize the Crescent City Downtown Specific Plan

FISCAL ANALYSIS

Receiving the Downtown Specific Plan Phase I Summary Report does not have a financial impact on the City.

STRATEGIC PLAN ASSESSMENT

This action supports the following Strategic Plan goals:

- Goal 1: Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors
- Goal 1(A): Enhance collaboration with other agencies and the community to better aid the public
- Goal 1(E): Target economic development improvements that provide additional benefit by enhancing the quality of life for residents
- Goal 2: Promote a thriving local economy
- Goal 2(D): Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and amplify funding opportunities
- Goal 2(E): Create an environment that is conducive to attracting and retaining strong, sustainable businesses that reflect community needs and culture
- Goal 2(F)(1): Streamline services that support new, existing, and prospective businesses
- Goal 2(F)(9): Expand on the success of grant funding by maximizing utilization of opportunities with corresponding community needs

ATTACHMENTS

1. Downtown Specific Plan Phase I Summary Report



CRESCENT CITY DOWNTOWN SPECIFIC PLAN

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PHASE 1 SUMMARY
DECEMBER 2025

CRANDALL ARAMBULA
GREENWORKS | JOHNSON ECONOMICS

SPECIFIC PLAN INTENT

With this plan, we hope to develop a community-based vision for the downtown by examining existing conditions, analyzing current data, exploring land use designations and zoning districts, finding the best use for the public spaces, establishing design guidelines and concept drawings, exploring funding tools, and producing an implementation plan to help strengthen and grow the local economy and improve the quality of life for our residents.

Crescent City envisions a rich, vibrant, and economically diverse downtown, with thriving local businesses, restaurants, nightlife, an assortment of things to do, abundant market rate housing, some high-end housing, and some affordable housing. This future is fueled by community investment, private investment, and support from local government. In this envisioned future, the City's downtown plays a central role in the region's economy, social environment, and overall culture, just as every economically successful small town has a core area that serves as the community's "heart" which defines the social and cultural character of a place from which its identity radiates. Crescent City's downtown should reflect an identity which connects to the Redwood National Park and the abundance of natural resources which surround it. Recent branding efforts have explored the concept of "the healing power of nature", which the City is guided by to prioritize, both, a healthy economy and a healthy community.

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SPECIFIC PLAN AREA

The Crescent City Downtown Specific Plan area is compact, diverse, and includes a mix of uses. It is made up of 85 acres of private and publicly owned occupied and vacant parcels laid out in grid of streets and blocks at the confluence of Highway 101, Beach Front Park and Crescent Harbor. All parcels are within a 10-minute (half mile distance) walking radius of the centroid of the downtown at the intersection of Third Street and H Street.

The existing Crescent City Specific Plan is made up of two subareas (Figure 1):

- **Downtown Core.** The original 'heart' of the downtown, this subarea includes 18 blocks between Front Street, Fourth Street, L Street, F Street, and two blocks between Front Street, D Street, Second Street and F Street. Downtown planning tasks will focus upon addressing the issues and needs and providing action strategies for this subarea in the short and mid-term of specific plan implementation.
- **Perimeter Downtown Quarters.** The subarea includes the outlying 'quarters' of the planning area, including the parcels along the Highway 101 couplet, parcels comprised of city and county government and supportive professionals uses, and parcel areas where residential uses currently occur.

Figure 1. Downtown Core Boundary



Figure 2. Project Boundary Aerial View



Figure 3. Downtown Specific Plan Areas



Table 1. Specific Plan Area *

PLANNING SUBAREAS	DEVELOPABLE AREA (ACRES)
Downtown Core	27
Perimeter Downtown Quarters	58
Total	85

*Total area does not include Crescent City or Caltrans public rights-of-way.

SUMMARY OF COMPLETED SPECIFIC PLAN TASKS

PHASING

The Downtown Specific Plan planning process will be completed in two phases. This document summarizes all Phase 1 work scope tasks to date.

Phase 1 Scope

The planning process was initiated in June 2025 and completed in January 2026. The initial planning phase focused on the Downtown Core and included the following tasks:

- Project Management
- Community Outreach and Engagement
- Existing Conditions Analysis
- Downtown Vision and Goals and Objectives
- Buildout Concept Options
- 'Revitalization Strategy' Catalyst and Priority Projects Identification

Phase 1 Outcomes.

Development momentum has begun to implement the Revitalization Strategy. Additional planning and design for concepts identified in the Revitalization Strategy include:

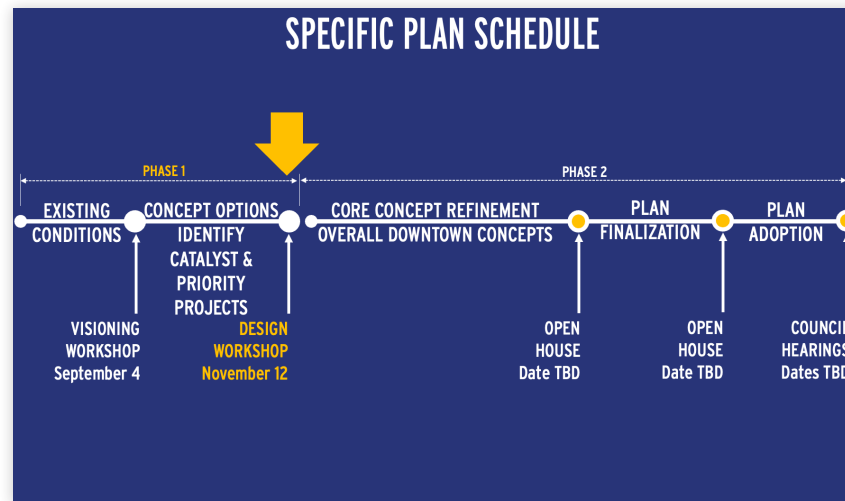
- Adopted and Approved Plans- Transit Center. Collaboration with the Transit Center consultant team on refinement of material required for the project Environmental Impact Report and site plan refinement.
- Retail Strretscapes- Initiation of a survey and civil drawings for Third and K Street improvements.

Phase 2 Scope

When planning and design funds become available, a comprehensive scope of work will be created for Phase 2. Initial recommended tasks include:

- Project Management
- Additional community involvement, including open house meetings and engagement with stakeholders, the Planning Commission, and City Council.
- Refinement of the Buildout Concept Options into a single Land Use and Public Realm Framework.
- Return on Investment Analysis for Revitaization Strategy Projects.
- Addition design of Priority Projects, in particular for a downtown square and the restreeting of the Mason Mall.
- Development of Architectural and Public Realm Design Guidelines that will be used as tool to inform both future Facade Improvement Program project submittals, and development proposal review by City staff and the Planning Commission.
- Recommendations for policy and regulatory changes to make it easier rather than more complex to develop downtown. At a minimum key regulation identified by the Planning Commission and City staff such as sign standards will be provided.
- Development of a draft and final Specific Plan document.
- Graphics and written materials to aid in the promotion of downtown assets and recruitment of potential investors.

Figure 4. Project Schedule



PUBLIC ENGAGEMENT

Phase One began on June 15, 2025, and completed with a presentations to the Planning Commission of January 8, 2026, and City Council on January 19, 2026

The Phase 1 Public Engagement tasks completed include:

- Project Management Team Meetings conducted twice monthly
- Community engagement during two primary sessions, the first following during three days in early September and the second over two days in November.
- Numerous teleconference calls with key stakeholders
- Planning Commission presentations in June 2025 and January 2026.

Community Engagement Sessions Recap

Public engagement included a broad range of Crescent City and Del Norte County citizens, property owners, business owners, employees, stakeholders, developers and investors, advocacy group representatives, government agency employees, and elected and appointed officials.

Community and Stakeholder Committee Workshops included PowerPoint presentations and breakout table discussions followed by table discussion summaries by a table representative. Individual 'response sheet' questionnaires were filled out by each attendee and were tallied following each meeting.

- **Community Engagement Session 1.** The Community and Stakeholder Meetings included a presentation of a summary of the Existing Conditions Report. In addition, attendees were downtown opportunities and constraints to build upon or to mitigate. Feedback was utilized to create Specific Plan Vision and Goals and Objective planning criteria.
- **Community Engagement Session 2.** The Community and Stakeholder Meetings included a presentation of a summary of Land Use and Public Realm Design Concepts and an implementation 'Revitalization Strategy'. Meeting attendees were asked to provide feedback on proposals. Feedback will be used to refine Specific Plan concepts and implementation strategies during Phase 2 of the project.

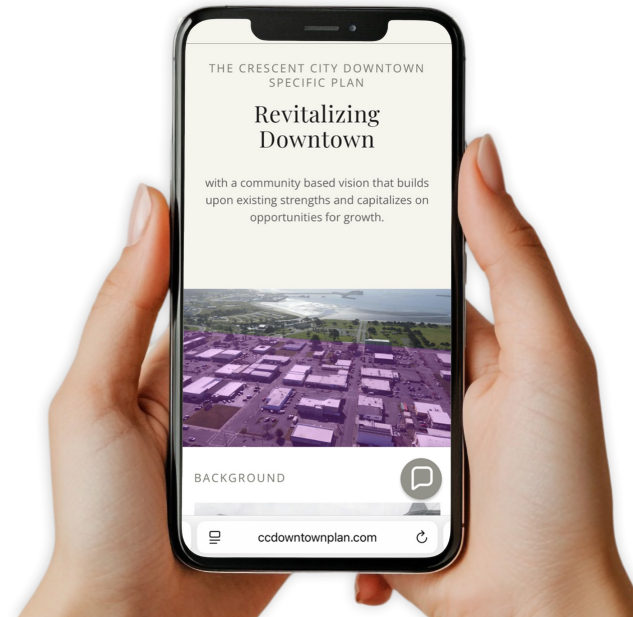
Project Website

A project website was developed by City staff. The website, www.ccdowntownplan.com provides background, planning and design team, and planning process component information. Meeting information and results, along with links to presentations are provided.

Figure 5. September 2025 Community Workshop



Figure 6. Project Website



EXISTING CONDITIONS REPORT

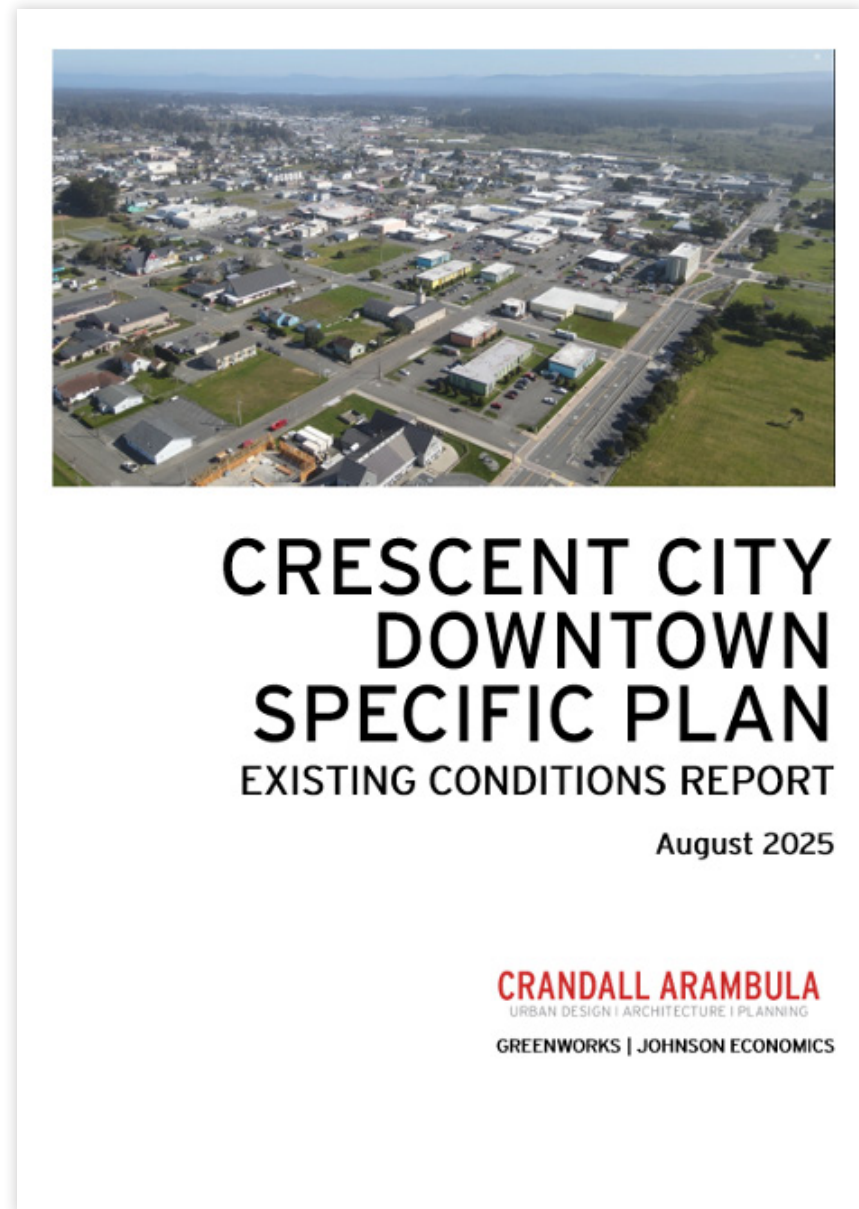
The Crandall Arambula team has gathered, reviewed, and analyzed background Downtown Crescent City planning information to establish the technical framework that formed the foundation for development of land use, mobility/transportation, and implementation planning work tasks.

The analysis is based on the best practice criteria that team members have used for similar communities with similar demographics, economic, social, and physical characteristics.

Report Chapters

- **Chapter A. Existing Land Use Conditions.** Crandall Arambula has assessed land use policies and regulations and has provided an inventory of Downtown existing use types, conditions, and potential constraints and opportunities for retail, employment, civic uses, and residential development.
- **Chapter B. Mobility/Active Transportation Conditions.** Greenworks have reviewed existing active transportation plans and has provided analysis, mapping, and documentation of mobility/activity of primary and secondary connections through the Downtown planning areas for all modes including, truck and automobile, pedestrian, and modes.
- **Chapter C. Market Analysis** Johnson Economics has conducted a market analysis in support of the development of the Crescent City Downtown Specific Plan. While this analysis summarizes recent trends and current conditions, it is focused on short- and mid-term opportunities for new development in the downtown study area.

Figure 7. Existing Conditions Report



KEY FINDINGS

Land Use Conditions.

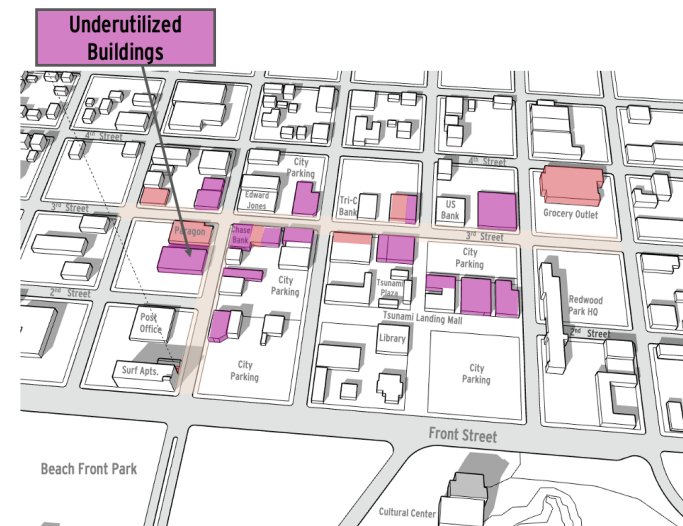
Crandall Arambula's qualitative and quantitative investigation and diagnosis of opportunities and challenges for each land use. Issues to be resolved or capitalized upon include:

- **Policy and Regulatory Missteps.** Visitor and Local Commercial (VLC) land use designation introduced in 2001, established policies to transfer the traditional commercial focus on the central business district to auto-oriented land parcels fronting along Highway 101 and Front Street. In large measure this has been to the detriment of the historic downtown core pedestrian-oriented retail uses on Third Street.
- **Downtown Core Visitor Retail Attributes.** The best opportunity to create a unique and authentic environment is to return to Crescent City's historic core where there are ripe opportunities to expand the existing retail aggregation. Crandall Arambula's best practice criterion for a prosperous 'main street' destination requires that a minimum of 100,000 square feet of contiguous, edge-to-edge retail store floor area be present. There are 97,700 square feet of existing storefronts that are vacant, underutilized, or occupied by non-retail uses that could possibly be relocated, over time, to other downtown buildings to accommodate visitor-oriented retail businesses in their place.
- **Expand Hospitality Options.** Creating a successful Downtown visitor destination will benefit from new hospitality options. More affluent downtown hotel guests can expand downtown foot traffic and revenue generation for nearby specialty shops, restaurants, entertainment venues, and attractions. A small upscale or 'boutique' hotel that emphasizes an elevated experience, featuring more spacious rooms, a wider range of amenities, and enhanced service is needed.
- **Increase Meager Housing Supply.** Today, there are only 206 downtown residential units, far below an adequate number to support existing businesses. Infusing meaningful amounts of new housing units will require concerted efforts to identify sites where housing is viable— parcels of adequate size or sites that can be assembled to efficiently accommodate higher density apartments or condominiums.
- **Improve Downtown Livability.** To draw desirable affordable housing above 50% AMI and market rate housing will first require creating an environment where these uses will be desirable. This means first adding additional amenities that will attract residents who can afford higher rents. Minimum requirements include improved walking and biking access to local serving retail uses such as grocery stores and

providing additional parks and open space. To attract desirable market rate uses such as senior housing, additional medical services downtown would be important as well.

- **Provide Shopper-friendly Parking.** The majority of residents and nearly all visitors downtown Crescent City will be arriving by automobile. Providing an adequate supply of parking that is in close proximity to retail shops, including both off-street and on-street curbside parking is essential for retail success. Combined with the public off-street and curbside parking spaces available today in the downtown core, approximately 1,445 parking spaces are available for downtown residents, employees, clients and customers, which is approximately 67 percent of the amount of parking that would be required should all existing buildings be fully occupied. Because the buildings are not fully occupied, the current supply of private and parking is adequate to serve current users, and the parking deficit is not a problem. However, as the downtown gains additional infill development and underutilized buildings are filled, an increased demand for parking will occur. Future parking demand management strategies such as improved walking and biking access and bus service that reduce auto trips for employees and local residents, and other strategies such as a parking assessment district that could finance new parking facilities using fees in-lieu of building off-street parking as the City Code of Ordinances. Chapters 17.42.140 Assessment districts for parking, and Chapter 5.100 Downtown Parking and Assessment District specify may be means to address future parking demand.

Figure 8. Existing Retail Analysis Diagram



Active Transportation/Mobility Conditions.

Green Works' report provides a 'complete streets' analysis that focuses on how well the existing street design supports pedestrian-oriented retail activity.

The methodology involved dividing the public right-of-way into two zones: a vehicle zone and a pedestrian zone. Each zone was assessed for elements that support pedestrian retail. Key elements assessed in the vehicle zone included travel lanes, direction, volume, parking, and transit infrastructure, while the pedestrian zone was evaluated for sidewalk width, lighting, seating, tree canopy, and multimodal facilities.

- **Vehicle Zone.** The vehicle zone analysis found that most street segments support pedestrian retail, with favorable ratings for travel lane width, number of lanes, and general traffic direction. However, specific areas such as the intersection of H Street (Stamps Way) and Front Street, and segments lacking curb extensions or adequate bus stop infrastructure, were identified as needing improvement. Bike infrastructure was notably insufficient, with only one dedicated lane present along Front Street.
- **Pedestrian Zone.** In contrast, the pedestrian zone revealed more significant challenges. Sidewalks were generally too narrow, lighting was inadequate, and street trees were sparse. While some areas offered pedestrian seating and traffic calming features, most lacked essential amenities like stormwater management, wayfinding, and multimodal transit facilities. These deficiencies suggest that substantial upgrades are needed to create a more pedestrian-friendly environment that supports retail vitality in the Downtown Core.

Current Market Assessment.

The Johnson Economics report's main objective is to outline current and anticipated conditions for private real estate development downtown, considering broader market trends, achievable pricing, and anticipated demand over the coming ten years.

The analysis supports and expands upon the Crescent City Economic Development Strategic Action Plan policies, goals, and objectives, particularly for downtown. It also addresses the General Plan, especially the Housing Element and the Regional Housing Needs Allocation (RHNA) requirements. The three major use types evaluated in this analysis are residential (including for-sale and rentals), commercial, and hospitality, with a focus on building formats suitable within a downtown context.

- **Retail Opportunities.** The revitalization of the downtown core will rely heavily on

Figure 9. Existing Active Transportation/Mobility Analysis Diagram

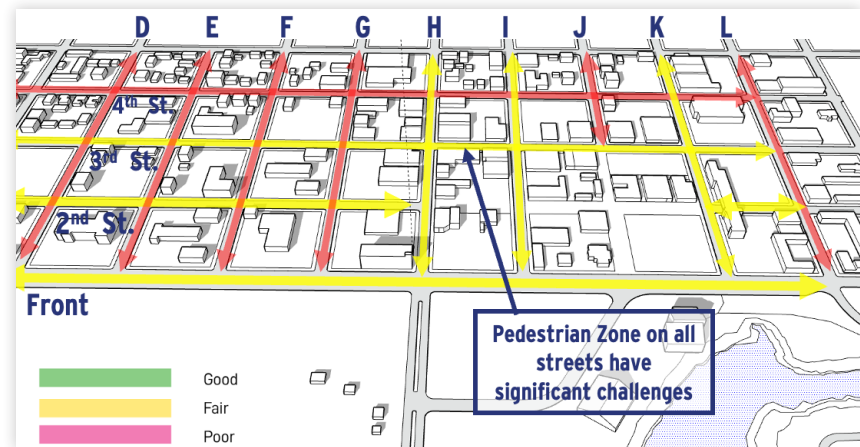


Figure 10. Tourism Market Opportunity



visitor demand. The area has an opportunity to attract an increasing share of the existing pool of visitor-related traffic and expenditure. Available data indicates over 1.5 million annual visitors to the State and National Parks, as well as significant visitation to the Smith River and Harbor for recreational activities. Direct travel spending was \$1.3 billion in the North Coast area in 2022, with \$152.9 million in Del Norte County.

- Latent Retail Demand.** The downtown area has an opportunity to capitalize on the latent demand associated with tourism activity, but it will require significant interventions to increase the attractiveness of the study area within the regional context. The most viable path to increasing retail commercial activity is to expand its capture of tourism-related traffic. A strategic approach would be to encourage development of an enhanced commercial concentration off Highway 101 on a street such as Third Street, potentially with an anchor use(s) at the intersection with the highway. This type of concentration would be less auto-oriented, complementary as opposed to competitive with existing retail space, and support longer dwell times in the district and cross-shopping.
- Intervention.** Establishing a retail commercial concentration typically requires active intervention. The range of interventions can include actions such as entitlements (zoning), funding programs (storefront improvement grants, tenant improvement funding), infrastructure (streetscape, public spaces, signage), tax incentives, and a wide range of public/private partnership structures. The demand projections outlined in this report reflect an assumption of active intervention, without which the study area is not expected to see significant private-sector commercial investment. We expect that the district has the ability to attract roughly 50,000 square feet of induced retail commercial demand with intervention, as well as a potential hotel investment. As the scale of the concentration increases, so will its market draw.
- Housing Demand.** Strengthening the retail amenity mix in the study area would be expected to translate into enhanced marketability of the area for residential uses. Residential development opportunities in the study area include market rate and income restricted rental apartment developments, as well as condominium development at a limited scale. Johnson Economics expects that new housing projects can be supported at a larger scale than indicated in the Housing Element needs allocation. Johnson Economics anticipates that achievable pricing for new residential products in the study area would be well above existing comparables. This is primarily related to the age of product, but sites in the study area have the potential to offer water views. To the extent that the downtown core retail district becomes more vital, it will add retail amenities that would be highly marketable to residential tenants.

Table 1. Market Analysis Summary

Use	Current Trends	With Intervention	Comments
Food and Dining	Negligible	5-Year: 3,000 SF 10-Year: 8,000 SF 20-Year: 16,000 SF	Growth in this sector will be reliant upon achieving a greater capture of tourism-related expenditures
Specialty Retail	Negligible	5-Year: 3,000 SF 10-Year: 10,000 SF 20-Year: 20,000 SF	Growth in this sector will be reliant upon achieving a greater capture of tourism-related expenditures
Outdoor/ Recreation	5-Year: 2,000 SF	5-Year: 2,000 SF 10-Year: 10,000 SF 20-Year: 15,000 SF	Without intervention this type of activity will likely locate along the Highway 101 corridor.
Lodging	None	Boutique Hotel - 50 keys Casino-Related - 80-160 keys	The casino has the potential to support a hotel in the short-term, but the location is likely to be on the water and closer to the casino without a better commercial environment in the study area.
Housing	60-80 units, affordable	60-80 units, affordable 100 units, market rate	Enhanced commercial amenities will support higher achievable pricing and market rate investment.

DOWNTOWN SPECIFIC PLAN VISION, GOALS & OBJECTIVES

Community members established an overarching Vision Statement and identified Specific Plan Goals and Objectives that have driven subsequent planning tasks.

Community input was informed by the Existing Conditions Analysis along with existing vision statement, goals, and objectives for the Downtown as described in the General Plan other policy and regulatory documents.

The primary sources for community input included meeting Response Sheet surveys. Survey feedback was gathered from:

- Town Hall Workshop
- Steering Committee Meeting
- On-on-One Stakeholder Meetings
- Farmers Market Survey
- College of the Redwoods Meeting
- Senior Center Meeting

Our Vision

The Crescent City Downtown Specific Plan aims to grow our local economy and improve the quality of life for our residents by creating a vibrant and thriving downtown. In this re-envisioned future, the City's downtown serves as the community's "heart", from which its identity radiates, defining the social and cultural character of the City including the abundance of natural resources surrounding it.

Building on the momentum.

The Downtown Specific Plan should create a Downtown that is welcoming, including a pedestrian-friendly streetscape that seamlessly connects the new Beachfront Park amenities, Redwood Discovery Center/Visitor's Center, and Transit Center to our downtown businesses.

Figure 11. Downtown Looking East



What community members are saying:

"Our downtown has great bones, a world-class location, and tremendous potential. In fact, its layout is vastly superior to that of Brookings...We enjoy very temperate weather and should take full advantage of it with abundant landscaping...Clear signage standards and a cohesive visual theme should be established to ensure that [it] contributes to the town's charm, rather than detracting from it."

"Our downtown image is quite dated and needs to be updated to be ageless and have a design that reflects our area better. I feel that the Tolowa culture should be incorporated into the design aspects as well as our beautiful Redwoods."

"Cater to your visitors as much as your locals. Visitors need to feel welcomed and presented with options of things to do and places to see from the downtown core... create parking zones and less through traffic...connect and provide space for tour operators, with parks for visitor enjoyment/experience, with Tribes for cultural learning. Create a CC tour bus operation (cable car on rubber wheels)."

GOALS (DRAFT)

1. BUILD UPON AND CAPITALIZE UPON ASSETS

- Location and Proximity to Redwoods, Coast, Harbor, and Lighthouse
- Unique Downtown History, Culture, and People
- Village (Small Town) Crescent City Character
- Existing Local Businesses

2. PROVIDE ECONOMIC DEVELOPMENT OPPORTUNITIES

- New Uses in Vacant Buildings and Lots
- Start-Up Business for Local Residents

3. CREATE A WALKING AND BIKING DOWNTOWN

- Provide Safe and Convenient Routes and Facilities within Downtown
- Improve Access to Downtown

4. ADDRESS AND RESOLVE DOWNTOWN SOCIAL CONCERNS

- Homeless and Poverty
- Safety, Especially at Night
- Needs of Youth and Young Adults

5. BEAUTIFY THE APPEARANCE OF DOWNTOWN

- More Attractive Buildings
- Add Greenery

6. PROVIDE AMENITIES FOR VISITORS AND RESIDENTS

- Attractions
- Tours and Guides

Figure 12. Downtown Third Street Looking Southwest



PUBLIC REALM OBJECTIVES (DRAFT)

A. STREETScape IMPROVEMENTS

- Underground Utility Lines
- Trees, Shrubs, Flowers & Groundcover
- Pedestrian Lighting
- Sidewalks
- Public Art
- Signage and Wayfinding

B. PROVIDE NEW OR REVITALIZED CIVIC SPACES & FACILITIES

- Renovated Tsunami Plaza/ New Square
- All Age Gathering and Performance Facilities
- Farmers Market Venue
- Public Restrooms

C. IMPROVE EXISTING OR PROVIDE A NEW LIBRARY

D. AUTO ACCESS AND PARKING IMPROVEMENTS

LAND USE OBJECTIVES (DRAFT)

A. PROVIDE ADDITIONAL RESIDENTIAL USES

- Condominiums
- Mixed with Retail/Commercial Uses

B. PROVIDE ADDITIONAL RETAIL USES

- Restaurants, Pubs, & Entertainment Venues
- Bookstore, Clothing & Shoes. Florist, Bakery
- Wine Shop/Tasting Room, Thrift, Records, Ice Cream

C. PROVIDE ADDITIONAL COMMERCIAL USES

- Personal Services
- Health Care and Wellness

IMPLEMENTATION OBJECTIVES (DRAFT)

A. BUILDING FACADE IMPROVEMENTS

- Architectural Guidelines

B. REMOVE DEVELOPMENT 'RED TAPE' BARRIERS

- Update Regulations and Policies
- Business Development Programs

DOWNTOWN CORE BUILDOUT VISION (2045)

Two design concepts provide a bold yet realistic vision for a 20-year buildout scenario.

Intent. Serve as a vision of how community goals and objectives for the downtown can be met by:

- Identifying necessary public infrastructure improvements and the potential Return On Investment (ROI) of downtown new development.
- Informing ongoing updates to the General Plan and Zoning ordinances.
- Serving as a tool for grant submissions.
- Serving as a tool for business recruitment.

Concepts Developed For:

- Vacant parcels where there are no building or site improvements.
- Underutilized parcels such as parking lots.
- Stable Parcels where redevelopment can result in substantial benefits for both the property owner and community.
- Publicly owned parcels
- Approved Projects. Parcels where existing plans and funding for implementation currently exist.

Concept Rules. No Eminent Domain.

- No 'takings.' There are no current proposals for acquisition or condemnation of any private property.
- No displacement. Existing businesses can remain as long as they wish.
- Any changes will require additional outreach with effected property owners and businesses.

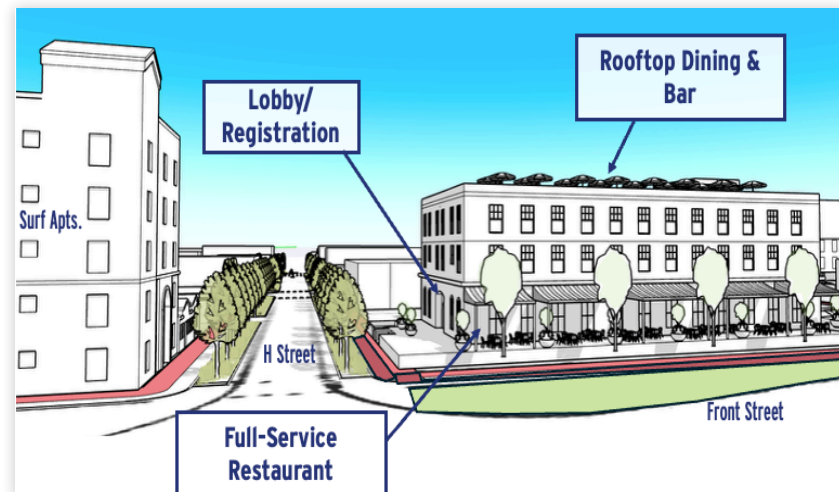
Next Steps.

- Preferred Option. Phase 2 will include additional outreach and refinement between the consultant, City staff, and stakeholders.

Figure 13. Concepts Developed for Underutilized Parcels



Figure 14. Concept for City Municipal Parking Lot Underutilized Site



BUILDOUT OPTIONS

Options test the range of possibilities. Both are viable. All good plans have a degree of flexibility because we can't always anticipate changing market conditions, property owner preferences, or other factors.

Full description of land use framework elements are provided on the following pages.

OPTION 1

Generally, Option 1 includes less total development and requires a smaller amount of public investment to implement.

ESTIMATED PRIVATE DEVELOPMENT SUMMARY (DRAFT)

Retail	115,000 SF Building Floor Area
Residential	400 Residential Units
Lodging	50 Hotel Rooms

ESTIMATED PUBLIC INVESTMENT SUMMARY (DRAFT)

Public Parking	175 Spaces (Lots)
City Hall	16,00 Building Area (SF)
Library	10,000 Building Area (SF)
Town Square	28,000 Site Area (SF)
Mason Mall	600 Linear Feet

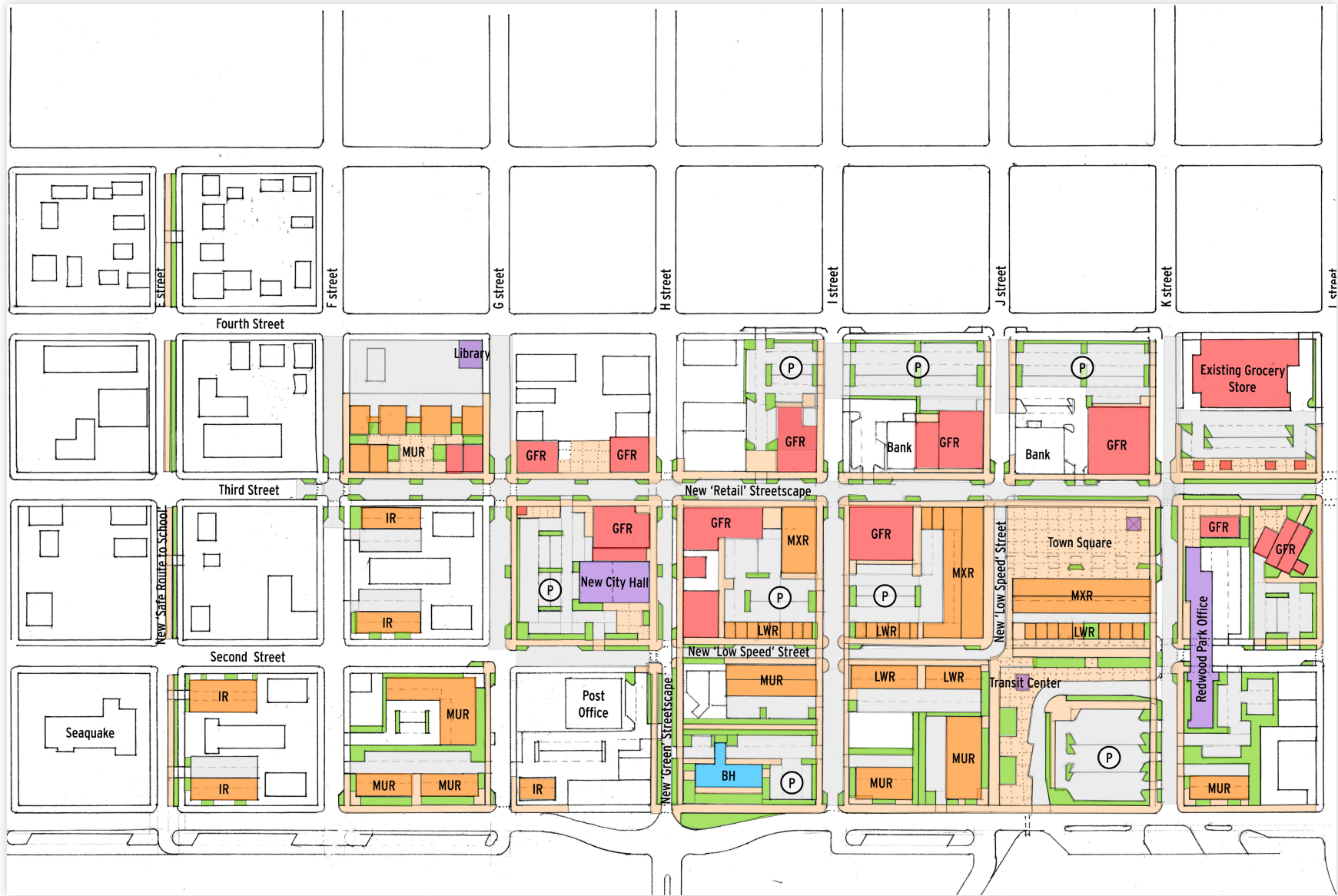
Figure 15. Option 1 Looking North



LEGEND

	MXR- Mixed Use Residential
	LWR- Live/Work Residential
	MUR- Multi-Unit Residential
	IR- Infill Residential
	GFR- Ground Floor Retail
	BH- Boutique Hotel
	Public Facility
	Public Parking

Figure 16. Option 1



OPTION 2

Generally, Option 2 includes more total development and requires a significantly greater amount of public investment to implement.

ESTIMATED PRIVATE DEVELOPMENT SUMMARY TABLE (DRAFT)

Retail	120,000 SF Building Area
Residential	660 Residential Units
Lodging	50 Hotel Rooms

ESTIMATED PUBLIC INVESTMENT SUMMARY TABLE (DRAFT)

Public Parking	600 Spaces (Lot & Structures)
City Hall	16,000 Building Area (SF)
Library	10,000 Building Area (SF)
Town Square	20,000 Site Area (SF)
Mason Mall	600 Linear Feet

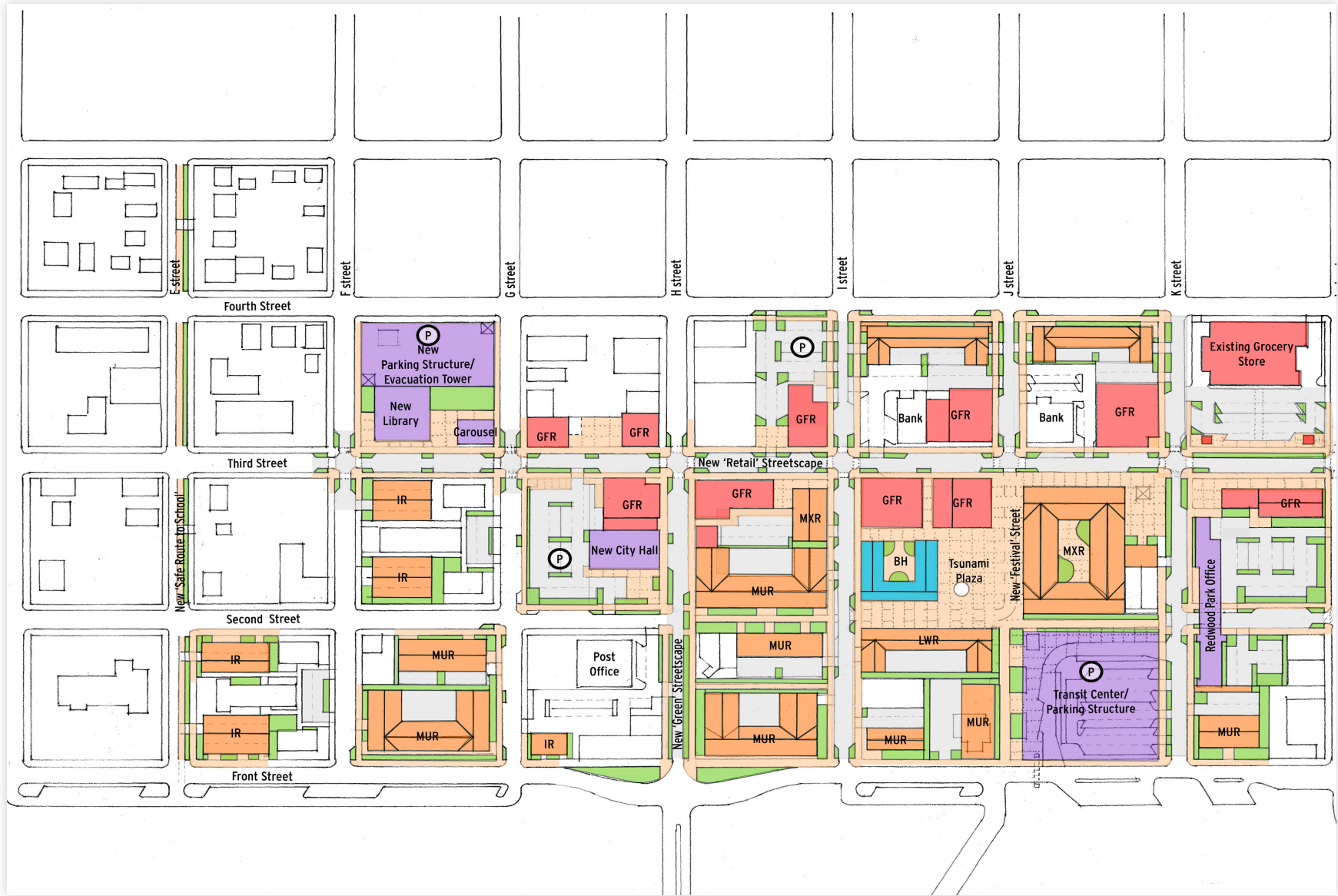
Figure 17. Option 2 Looking North



LEGEND

	MXR- Mixed Use Residential
	LWR- Live/Work Residential
	MUR- Multi-Unit Residential
	IR- Infill Residential
	GFR- Ground Floor Retail
	BH- Boutique Hotel
	Public Facility
	Public Parking

Figure 18. Option 2



RETAIL USE FRAMEWORK

Retail is a cornerstone land use for a healthy and prosperous Downtown Crescent City.

Within the downtown core, the retail options have an emphasis on providing 'experiential' retail uses, where the goal of a shopping trip is to participate in an entertaining immersive and memorable activity, such as dining at cafes, restaurants, or shopping at specialty stores and galleries. Moreover, to ensure that residents and employees have access goods and services that are needed on daily and weekly basis, 'transactional' retail stores that offer lower prices, and range of choices, such as the Grocery Outlet, pharmacies, and hardware stores are desirable as well. The conceptual retail design options address:

- **Retail Placemaking.** Retail uses that draw residents and visitors into Downtown, providing essential economic vitality, contributing to a strong community identity, and enhancing the overall quality of life for residents and downtown workers.
- **'Right-sized' Retail Aggregation.** The options provide neither too few nor too many retail uses. Options provide adequate floor area for the right types, appropriate amount, arrangement, and location for aggregation of experiential retail to serve the local Crescent City and visitor population.

Options.

Both options meet the fundamental target of 100,000 square feet. This requirement is largely due the presence of the existing Grocery Outlet anchor use which accounts for over 20,000 square feet as a single use. Strategies to maintain a grocery store at this location due to the ability of the use to spur shopping foot traffic is essential.

- **Option 1.** Approximately 120,000 square feet of ground floor retail is achievable with this option. This amount includes long term repurposing ground floor spaces of current stable uses that are non-conforming, including financial institutions such the US, Tri- Counties, and Chase Banks. It also envisages some new development of buildings where existing parking lots occur, and a limited amount of new development where older buildings in poor condition may be demolished.
- **Option 2.** Providing approximately 115,000 square feet of ground floor retail use, it also meets the fundamental requirements of the Main Street Retail formula. Generally, there is no significant difference between this option and Option 1.

Figure 19. Experiential Retail



Figure 20. Existing Grocery Retail Anchor



Option Requirements.

For a preferred option, these requirements would be further refined during Phase 2 of The Specific Plan.

- **Required Primary Use.** As part of General Plan and Zoning Ordinance update, a new General Plan and Zoning maps and accompanying policies and regulations would identify retail uses as the primary mixed-use designation or all parcels fronting Third Street between L Street and G Street. Additional areas may include parcels fronting a future square.
- **Required Ground Floor Frontages.** Where new buildings are constructed or major renovations to existing structures occur, retail ground floor uses would be required at minimum of 20 feet floor area depth of buildings all parcels fronting Third Street between L Street and G Street. Additional required frontages would along H Street between Third Street and Second Street. Exceptions would for a new City Hall, residential or commercial lobbies to any upper floor uses. New parking lots, service loading zones, or drive-through windows would be prohibited along these frontages.
- **Active Edge Frontage Design.** New development or major building facade improvements would be required provide 75% of ground floor facade be comprised of transparent window and doors. Moreover, front door access to buildings would be required fronting these streets.

Figure 21. Retail Framework Option 1

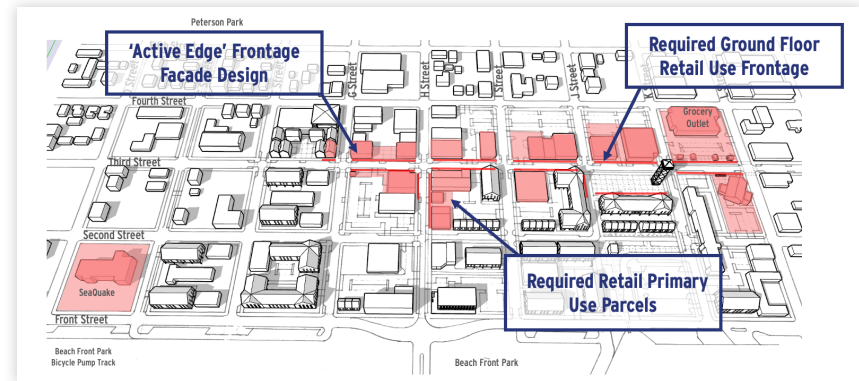
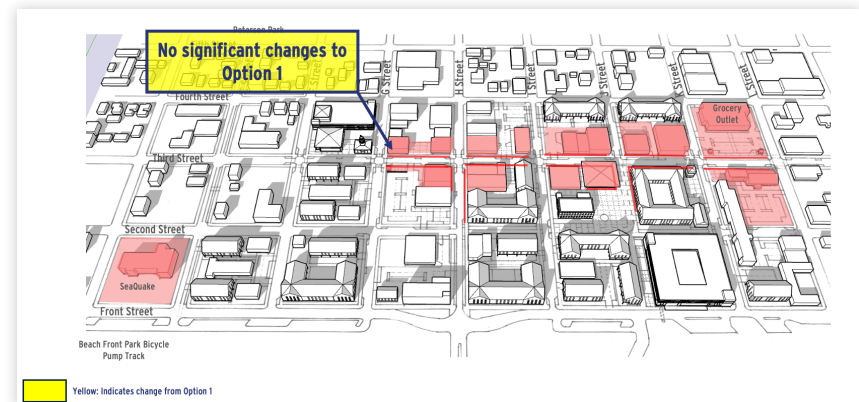


Figure 22. Retail Framework Option 2



PUBLIC USE FRAMEWORK

Public improvements will ensure that downtown remains the focus for private sector investment and civic engagement in Crescent City.

Public improvements are intended to spur new development downtown by improving the 'investment environment' and improve the downtown livability for existing and future residents and visitors. Moreover, maintaining and strengthening existing government office uses is essential for the revitalization of downtown. Public buildings draw large numbers of employees, visitors, and citizens seeking services, increasing foot traffic and creating demand for local businesses like restaurants and retail stores, and services like salons.

The framework includes parcels and rights-of-ways that are currently owned by Crescent City and parcels that would need to be acquired.

Option 1.

The following elements are included in this option:

- **Transit Center.** The parcel at the intersection of Front Street and K Street, after substantial public engagement was identified and approved by City Council in 2025 as the preferred location for this use. The parcel will include a new bus transfer facility– shelters and bus bays that would be operated and maintained by the Redwood Coast Transit Authority (RCTA). The intent of the facility is to replace scattered on-street RCTA bus stops into a premium off-street facility that creates an 'intermodal hub' close to existing transit patron destinations and planned transit-oriented development. In addition to RCTA buses, the facility will include off-street stops for tour buses, public restrooms, bicycle storage lockers, substantial new landscaping, and pedestrian-scaled lighting. Within the parcel but not part of the project is the existing Crescent City municipal parking lot and Electric Vehicle (EV) charging stations. All existing EV stations would be retained. While some spaces will be lost for transit improvements, the amount of spaces will not be substantially reduced. Additional RCTA-led design, public feedback on design refinement is anticipated in 2026 and construction completed by end of 2027.
- **'Redwood Square' Public Open Space.** Located where the current Clock Tower public parking lot exists at the intersection of Third Street and K Street, this public gathering space is envisaged to be to primary location for downtown civic activities throughout the year, include seasonal events and on-going events such as the Crescent City Farmers Market. Additional design and outreach to stakeholders and the community to gather concept feedback will be provided during Phase 2 of the Specific Plan planning work scope.
- **Mason Mall 'Restreeting'.** Historically, Second Street served as downtowns' main street, and was branded as the Mason Mall as part of the 1964 tsunami reconstruction design. Unfortunately, the pedestrian mall has become a 'backwater' of isolated parcels absent of vehicle access and drive-by visibility which has led to vagrancy and isolated criminal activity. To address these deficiencies and improve the investment viability of adjacent parcels, a new slow-speed access lane where 'cars are the guest' rather than primary transportation mode is envisaged. New mixed mode street, landscaping, and lighting improvements would extend from H Street to J Street. Additional design and outreach to stakeholders and the community to gather concept feedback will be provided during Phase 2 of the Specific Plan planning work scope.
- **New Library.** The existing library along the Mason Mall was identified by representatives of the Del Norte County Library District Board as substandard, and they requested investigation into the possibility of a new facility at an alternative location within the downtown that would better serve library patrons. Option 1 locates a new 10,000 square foot building and parking lot along Fourth Street between G Street and F Street. The Library District would need to be acquire two parcels that are currently is occupied by a law office and residential single-family home. Phase 2 of the Specific Plan implementation strategies would need to identify means for funding, acquisition, and other actions should this be the preferred location.
- **New City Hall.** The City acquired the former First Interstate Bank building and associated parking lot as a potentially repurposed building that would include City department offices, meeting rooms, councilor offices and council chamber facilities. The funding and relocation from the current City Hall at the intersection of Fourth Street and J Street would be a long-term project.
- **New Public Parking Lots.** Acquisition of parcels in close proximity to the Third and H Street retail armature would provide easy to access supply of parking that would supplement the existing municipal lots. Lots would provide a net increase of 175 new parking spaces. Phase 2 of the Specific Plan implementation strategies would need to identify means for funding, acquisition, and other actions should this be the preferred location.
- **E Street Safe Route to School.** Walking, biking, lighting, and landscaping improvements are envisaged to provide safe, direct and convenient access between the Beach Front Park bicycle pump track, Peterson Park, and elementary schools and residential neighborhood beyond the Specific Plan boundary. All improvements would occur within the current E Street right-of-way. Additional design, estimated costs, and potential funding sources would be explored during Phase 2 of the Specific Plan.

Option 2.

Most of the elements of Option 1 are the same for Option 2. Design elements that vary from Option 1 include:

- **New Library.** Option 2 locates a new 10,000 square foot building and a 'Visitor Attractor' use such as carousel pavilion or new nautical/redwood themed museum along Third Street between G Street and F Street. The uses would serve as an anchor for the retail framework armature. The Library District would need to acquire three parcels that are currently vacant. Phase 2 of the Specific Plan implementation strategies would need to identify other project partners for building and operating the Visitor Attractor, means for funding, acquisition, and other actions should this be the preferred location.
- **New Public Parking Structures.** This option envisages providing two new multiple floor municipal parking facilities instead of multiple municipal parking lots. Parking structures, while considerably more costly than parking lots, enable parking to be provided in weather protected, lighted environments, offer options for shared or leased commercial and housing tenant use, enable potential higher and better use of private parcels where lots are proposed in Option 1, and the ability to provide substantially more parking should demand far exceed current supply. A structure is proposed for two parcels currently occupied by a law office and private residence along Fourth Street between G Street and F Street. In close proximity to the Del Norte County Courthouse, Jail and other uses, a Tsunami Evacuation Tower integrated into the design of the structure. A second structure could be provided over the Transit Center bus facilities and municipal parking lot. This site would be strategically located to enable shared use with potential adjacent transit-supportive housing, retail, and public plaza, and Beach Front Park uses. The structured facilities along with the additional lots would provide a net increase of 600 new parking spaces. Phase 2 of the Specific Plan implementation strategies would need to identify means for funding, acquisition, and other actions should this be the preferred parking option.
- **Existing Tsunami Plaza Improvements.** This option would include improvements to the existing plaza. Improvements would have a primary emphasis as a residential amenity rather than serving as a focus for downtown civic functions. The plaza design would incorporate the existing fountain and replace some of the existing paved areas with landscaped beds and canopy trees, and covered play and other recreation activity areas. Additional design and outreach to stakeholders and the community to gather concept feedback will be provided during Phase 2 of the Specific Plan.

Figure 23. Public Use Option 1

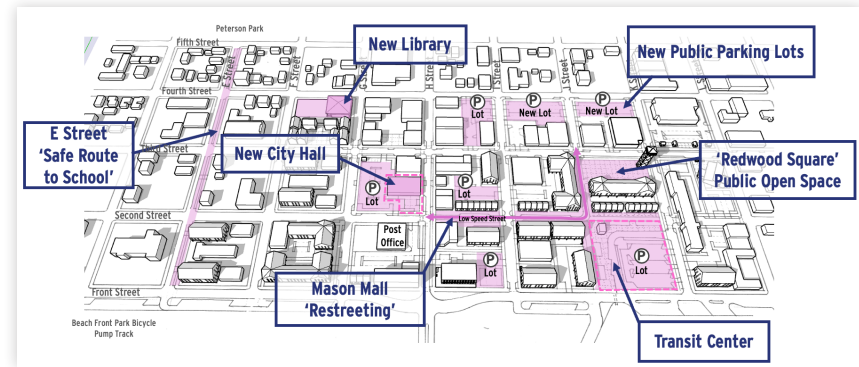
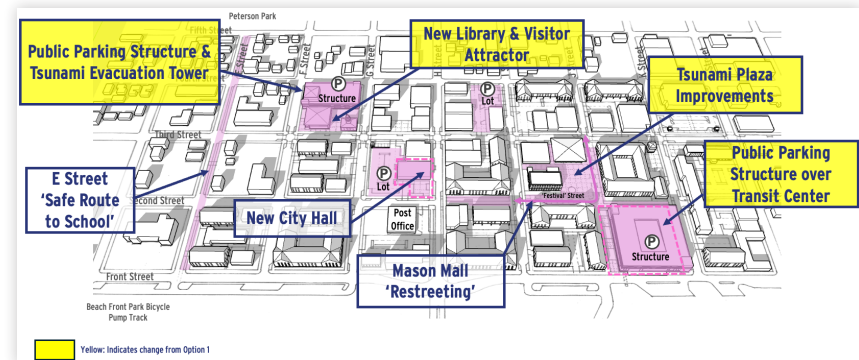


Figure 24. Public Use Option 2



RESIDENTIAL USE FRAMEWORK

Downtown residential development is essential for a revitalized downtown. The presence of downtown residents help animate the public realm throughout the day and during all seasons, providing passive ‘eyes on the street’ security, and customers for downtown businesses.

The Downtown Residential Use Framework intends to create a ‘mix-income’ district consisting of affordable housing constructed with subsidies or government assistance to reduce costs, and full price residential units built without any financial assistance. The mixed income downtown should be comprised of no more than 25 percent of affordable housing units that are below 50% average median income (AMI) to avoid unintentionally creating a concentration of poverty. This does not mean that the number of affordable units should be reduced, rather more market rate units need to be added.

Both Options.

- Housing development concepts for both options include proven building types and densities that are constructable in the Crescent City marketplace. Building types illustrated in both options include three story maximum height apartment and condominium buildings with at-grade parking lots or ‘tuck under’ parking. Townhomes, duplexes, and tri-plexes with attached individual tenant garages, and live-work housing where the ground floor of units would include optional shop or office space are also included. While vertically mixed-use buildings should be permitted, due the high cost and difficulty in financing, neither option would require mixed-use buildings for any site. Moreover, taller building above three stories are not proposed due to increased cost in change in construction type, need for elevators, and other concerns. In, addition, taller buildings are perceived to be out of scale with the downtown’s existing buildings and community’s desire to avoid intense urbanization.
- To reduce development costs and better use of scarce sites, more efficiently, both options have been designed for little or no parking on-site. Because downtown is envisaged to be walkable, bikeable and include shopping, employment, and amenity destinations nearby, car ownership and reserved parking spaces will be less necessary. Concepts illustrate affordable sites with only space per unit. Market rate sites in some instances include additional parking.
- Phase 2 of the Specific Plan will include regulatory update recommendations to ensure that development barriers such as densities, heights, and minimum parking requirements are addressed.

Figure 25. Existing Range of Densities Examples



Figure 26. Potential Residential Type Examples



Option 1

This option include approximately 440 housing units.

- **Market Rate Housing** Fronting Beach Front Park. Adjacency to open space, views, and a walkable downtown with desirable restaurants and shops are key amenities that will attract residents who are able afford premium housing. Front Street and future Beach Front Park improvements coupled with views of the harbor and lighthouse are attributes that are attractive to this demographic.
- **Existing Parcel Infill.** Parcels that currently include low density garden apartment multi-unit housing with excessive green space or parking, such as the Crescent Arms Apartment complex can provide new housing opportunities that incrementally increase the housing supply. These sites are prime locations for additional moderate density apartments, or townhomes, duplexes or tri-plexes that increase the diversity of housing options.
- **Transit Supportive Housing.** Sites adjacent to the future Transit Center provide opportunities for car-free living. Housing in proximity to the Transit Center could include development provisions for tenants to minimize or avoid auto ownership such as indoor bicycle parking facilities. Development incentives could include reduced or no required on-site parking for affordable units targeted for transit dependent residents.
- **Live-Work Residential Along Mason Mall.** Restreeting the Mason Mall opens up new opportunities for small businesses that would benefit from proximity to the Third Street retail and a new town square, but do not require the visibility and pedestrian activity that businesses on Third and H would require. Uses such as start-up, incubator businesses, salons, and art galleries would be ideal along the revitalized mall. Ownership housing such as moderate density condominiums with ground floor mezzanines and 'brownstone-styled' townhomes with garden level shops are envisaged,
- **Residential over Ground floor Retail Along the Square Frontage.** While not required for sites fronting the square, mixed use could be incentivized here to maximize benefits of the civic improvements. Public/private partnership incentives could include contribution of excess land, such the Tsunami Plaza site and public alleys that allow opportunities for larger, consolidated development sites. Other considerations could include provisions for shared parking on the municipal parking lot, tax incentives, grants, fee waivers or other actions.
- **Neighborhood Compatible Form, Massing, and Scale.** New development would be required to be a 'good neighbor' to existing uses. To achieve this will require development of Objective Design Standards as part of a zoning ordinance update, and creation of discretionary Architectural Design Guideline for projects that

would include any public gap financing such as a Facade Improvement Program. Phase 2 of the Specific Plan would identify essential standards and guidelines for neighborhood compatibility.

Option 2.

This option include approximately 660 housing units.

Denser and Greater Number of Housing Units. This option would not be substantially different than Option 1 in character but would include opportunities for additional housing along Fourth Street should municipal parking be consolidated into two parking structures. In addition, this option illustrates opportunities for greater density along the Mason Mall where multi-unit live-work housing is illustrated rather than townhomes units.

Figure 27. Residential Framework Option 1

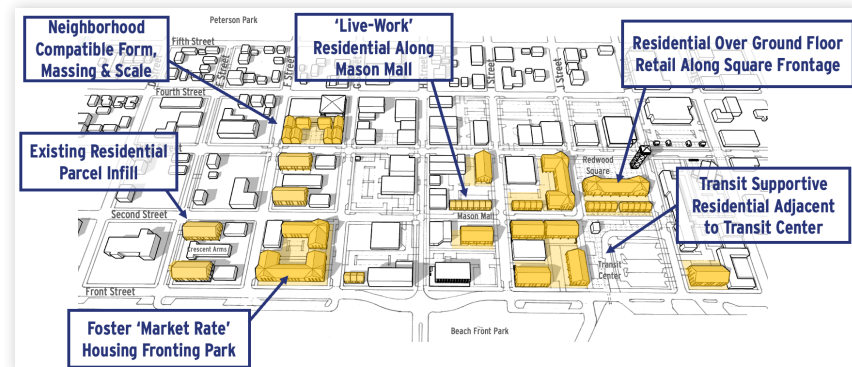
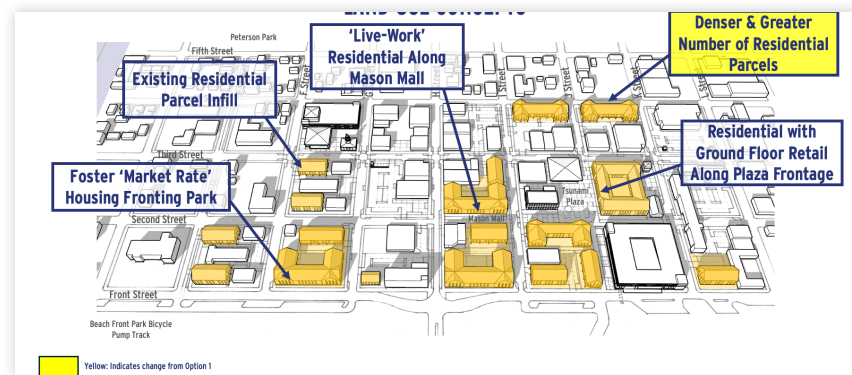


Figure 28. Residential Framework Option 2



LODGING USE FRAMEWORK

Creating a successful Downtown visitor destination will benefit from new hospitality options.

Limited hospitality choices. Today, Crescent City downtown lodging includes only one bed and breakfast inn with nine guest rooms, and 127 rooms in four ‘budget’ motel properties that prioritize affordability and essential comforts, catering to cost-conscious travelers. Located along the Highway 101 couplet, they are visible and easily accessible by automobile.

Expanding hospitality options. More affluent downtown hotel guests can expand downtown foot traffic and revenue generation for nearby specialty shops, restaurants, entertainment venues, and attractions. A small upscale or ‘boutique’ hotel that emphasizes an elevated experience, featuring more spacious rooms, a wider range of amenities, and enhanced service is needed.

Minimum Downtown Requirements. Hotel investors have formulaic proforma requirements and to attract a hotel into the downtown area will require meeting all fundamental investment needs. To attract a new hotel,

- An amenity package of streetscape and other green space improvements that draw a critical mass of visitor-supportive retail uses must first be provided.
- In addition, other issues such as concerns about safety, homelessness, and illicit activities that can deter visitors from choosing to stay downtown must be addressed.

Option 1

- **This hotel option includes a three-story building with 50 rooms (maximum),** and a 5,000 square foot (maximum) upscale ‘farm to table’ or similar unique white linen restaurant, and a rooftop bar located in the existing municipal parking lot located at the intersection of H Street and Front Street. Additional uses could include wellness facilities such as a spa and a small multi-purpose conference room/ballroom. Parking on-site would be minimal, with valet parking provided for guests.
- **Boutique Hotel Fronting Park Amenity.** These guests prioritize the access to park open space and commanding harbor, and lighthouse views. The site would be ideal to attract business and leisure travelers, especially international travelers, families and mature visitors who desire proximity to shops but prefer to be away from hub-bub nighttime restaurant and bar activity along Third Street. The hotel would also attract local clientele, providing a great place for wedding parties, reunion dinners, and similar events.

Option 2

- **This hotel option includes a three-story building with 50 rooms (maximum)** and a 5,000 square foot (maximum) and amenities similar to option 1, located along the Mason Mall at the intersection of I Street in the downtown core.
- **Boutique Hotel Fronting Plaza Amenity.** Guests in this location would skew younger, including millennials and Gen-Z visitors, who would desire a more active urban nightlife setting that proximity to the civic plaza event attractions, restaurants, and bars along Third Street would provide.

Figure 29. Lodging Option 1

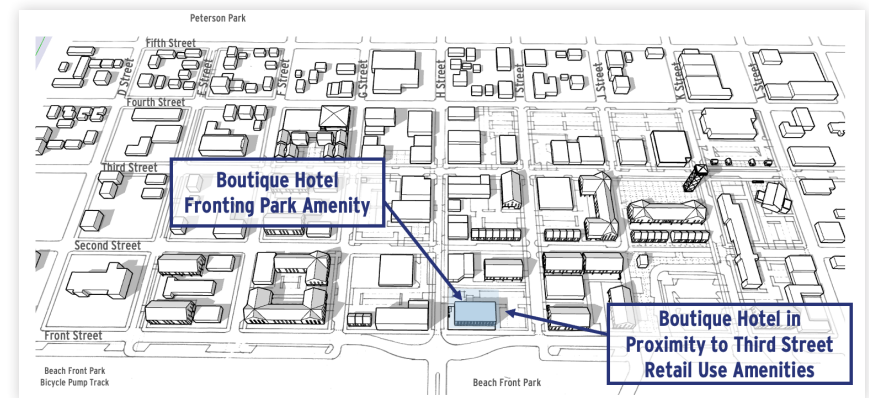
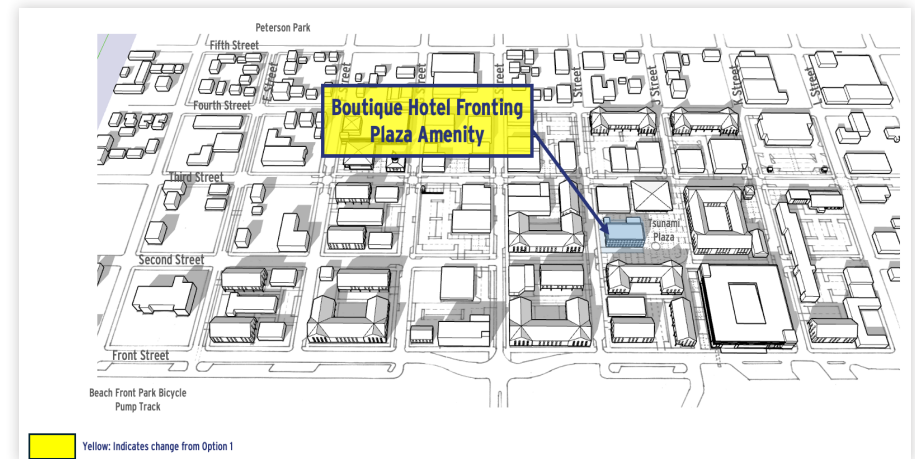


Figure 30. Option 2



REVITALIZATION STRATEGY

The Revitalization Strategy identifies implementation actions for projects that can be initiated immediately without further refinement of the Specific Plan and projects that will require additional design, review, and feedback. During Phase 2 additional projects, financial analysis, and review by stakeholders, the public, and elected officials may result in revisions to the Strategy.

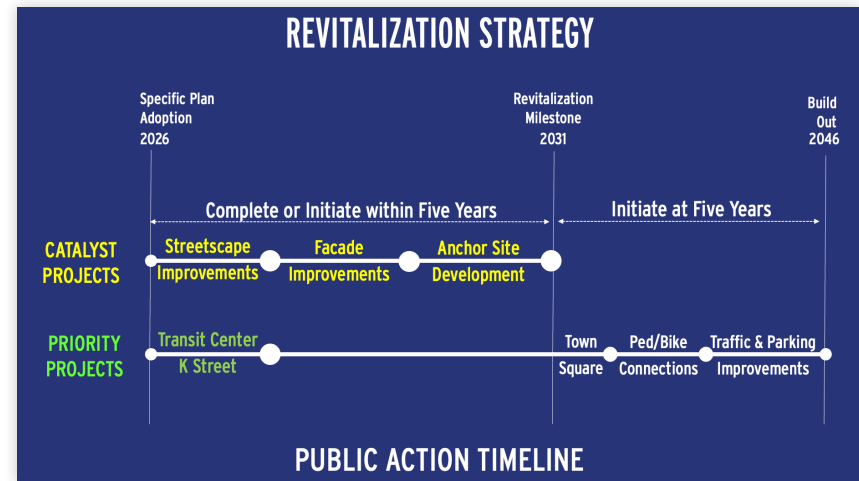
Intent. The Phase 1 Revitalization Strategy aims to identify the Public Projects and Programs that:

- Illustrate the City's commitment to leading activities that signals to citizens and investors that 'downtown is open for business.'
- Build upon current revitalization momentum of Front Street and Beach Front Park improvements.
- Capitalize upon available financial resources available through grants and other sources that have been approved for use by City Council such as undergrounding of utilities.
- Build upon partner agency projects, such as the Redwood Coast Transit Authority's Transit Center initiatives.
- Are consistent with the Crescent City General Plan and Economic Development Strategic Action Plan policies, goals, and objectives, particularly for downtown.

Project Categories. The strategy includes two categories of public actions, Catalyst and Priority Projects. They are:

- Projects that are not only good ideas but also good deals. Projects that have the greatest potential to maximize return on investment of public resources. The projects that will require public financing, design, and public/private partnerships to create immediate development momentum and spur long term, sustainable private investment that requires little or no public subsidies.
- Projects that address community needs and desires. The projects selected address the community's Vision, Goals and Objectives for a Revitalized Downtown identified in Phase 1 of this planning process.

Figure 31. Revitaization Strategy Public Action Timeline



Catalyst Projects are those that:

- Provide the best opportunity create substantial change within 5 years (2031) of initiation.
- Projects that have been reviewed and recommended for implementation by stakeholder, the public, and City staff.

The three Catalyst Projects are Retail Streetscape, Facade Improvements, and Anchor Use Development.

Priority Projects are those that:

- Include 'time sensitive' projects that have been initiated, designed, funded, and approved by City Council and partner agencies.
- Projects currently funded and designed such as the Front Street Phase 3 improvements and Beach Front Park gateways projects that can be implemented in the short-term concurrent with Catalyst projects.
- Projects that require additional design, financial analysis, funding source identification, and additional public input and feedback. These projects would be initiated by the City following completion of Catalyst Projects.
- Priority Projects include Approved and Funded Projects and Green Streetscapes.

APPROVED AND FUNDED PROJECTS

Two projects, the RCTA Transit Center including K Street improvements, and the final phase of the Front Street reconstruction project will initiate implementation of downtown revitalization concepts of the Specific Plan. The projects will serve as examples and pilot projects for infrastructure improvements on Third Street. Construction is anticipated to be completed by 2028.

The Transit Center Project will include:

- Bus bays for RCTA transit vehicles accessed from a bus only one-way lane from K Street to Front Street.
- Bus stops for tour buses along the bus lane.
- A bus operator 'comfort station', ticket booth, and public restroom structure.
- Weather protected shelters
- Additional new landscaping and paving
- K Street improvements constructed concurrently, including crosswalk improvements, pedestrian-oriented and street-oriented lighting, new street trees, shrubs, and groundcover landscaping, and new sidewalks.

Front Street improvements will include:

- Roadway, parking, lighting sidewalk, bike lane, and crosswalk improvements similar to earlier phases of the Front Street reconstruction.
- Beach Front Park gateway monument signs at Play Street and the intersections of L Street and M Street.

Specific Plan Phase 2 Next Steps.

- Collaborate with RCTA consultant team to ensure design is consistent with downtown themes and design concepts.
- Collaborate with RCTA consultant team to ensure City owned municipal parking lot re-design is consistent with Specific Plan Phase 1 concepts.
- The Specific Plan consultant team will collaborate with the K Street engineer to ensure Phase 1 design Third Street concepts are designed and constructed as proposed.
- Provide materials for RCTA consultant team for their future engagement with community, Planning Commission, and City Council.

Figure 33. Approved and Funded Projects Diagram

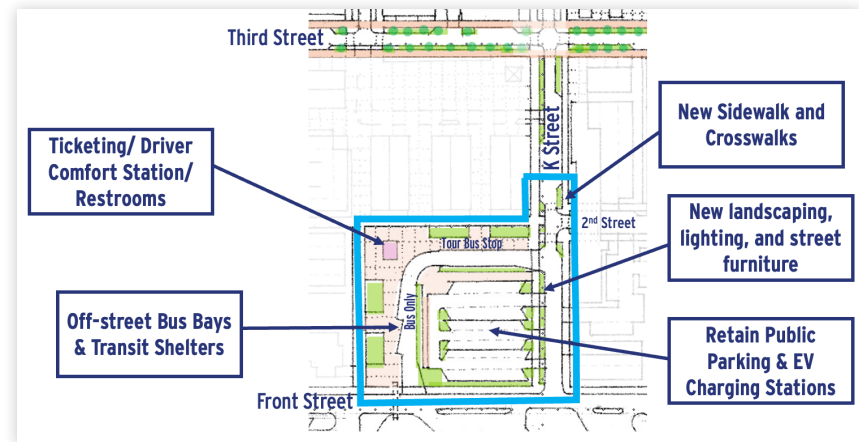


Figure 34. Beach Front Park Gateway



CATALYST PROJECTS

RETAIL STREETScape

Streetscape improvements are intended to create a safe, joyful, and memorable place that draws Crescent City residents and tourists alike.

Streetscape improvements are essential to create an experiential retail window shopping and strolling environment. From morning to night, during all seasons of the year. Improvements should foster not only purchasing of goods, services, dining and drinking activities, but also create a welcoming environment where there are opportunities for just sitting, conversing, and enjoying public art. Improvements should be authentic to Crescent City, incorporating 'Redwood to the Sea' themes. Consideration for maintenance should be central design consideration.

Project Limits. Third Street public right-of-way (60 feet width) between L Street and G Street (5 blocks). Cross street intersections (20 feet to 30 feet) will be included as well.

Improvement Issues to Be Addressed:

- Visual blight of overhead utility lines
- Lack of canopy trees
- Lack of street furnishings
- Poor pedestrian lighting

RETAIL STREETScape OPTIONS

Both Options would maintain existing stormwater catch basins, 10-foot existing sidewalk width, existing driveway locations. Overhead utilities will be relocated underground. No changes to street travel lanes, traffic signals or stop signs are proposed.

Option 1 Summary:

Emphasis on project elements that have the greatest 'bang for the buck' and can be implemented quickly with minimum disruption to existing businesses. Significant improvements proposed within existing curb-to-curb roadway (40' feet width) only.

- No significant change to existing sidewalk width or paving (except patching, ADA compliance improvements, etc.)
- New Greenery (street trees & shrubs) at corners and at midblock.

Figure 35. Retail Streetscape Projects

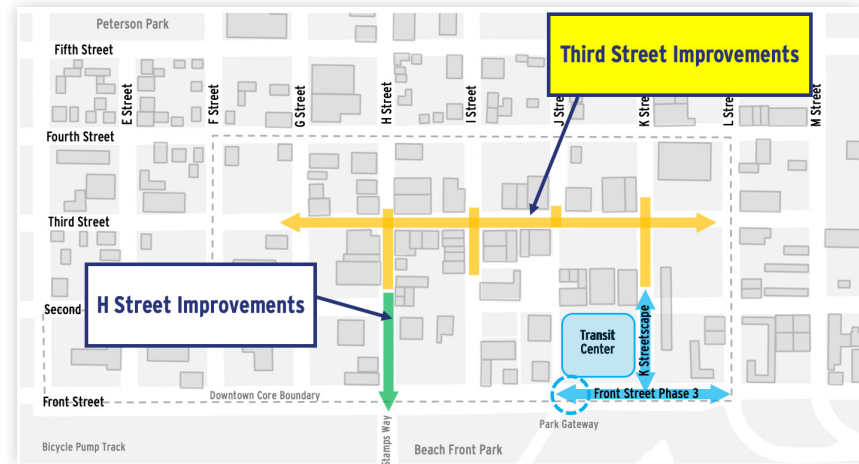
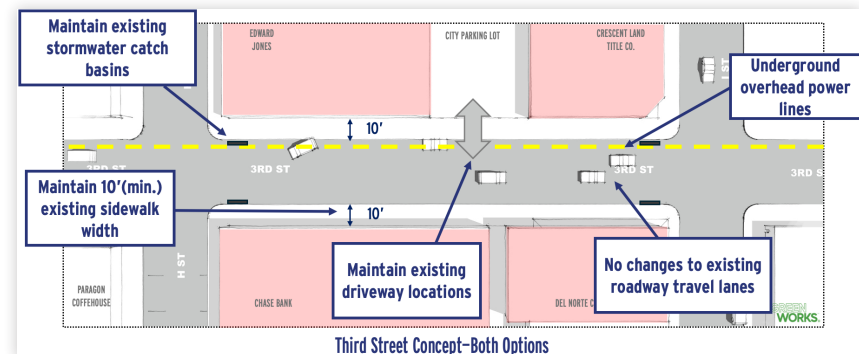


Figure 36. Option Common Elements Diagram



- Improved pedestrian crossings (corner bulbouts) at all intersections
- New pedestrian scaled lighting and roadway lighting to animate the streets at night.

Option 2 Summary.

Includes all project elements that result in a ‘great retail street’ if funding for additional elements can be provided.

- New sidewalk paving. Consideration for additional sidewalk width could be explored
- New paving in parking lane to reduce the perceived width of the roadway
- Additional amenities including public art, wayfinding, and electrical outlets

Phase 2 of the Specific Plan should include additional design refinement and ROI financial analysis.

FACADE IMPROVEMENT PROGRAM

To supplement streetscape improvements, the program is intended to revitalize downtown retail streets by enhancing the visual appeal and physical condition of retail buildings, especially those with deferred maintenance.

Crescent City will provide property owners business improvement grants to cover a portion of the cost of design and engineering, and portion of the cost of exterior facade materials, and construction. Other incentives such as fee waivers or expedited review and approval processes may be offered as well. The program would be for buildings with local ownership or local and regional businesses. In limited instances improvements for national brand tenants may be provided.

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

Key objectives include:

- **Attracting customers and increasing sales:** Visually appealing storefronts and facades help attract foot traffic, new customers, and tourists, which can lead to increased sales and revenue for downtown businesses.
- **Encouraging private investment:** By offering matching grants and incentives, the program will stimulate private property owners to invest in their buildings, which can have a catalytic “spillover” effect that encourages further improvements in adjacent properties and the entire downtown.

Figure 37. Retail Streetscape Option 1

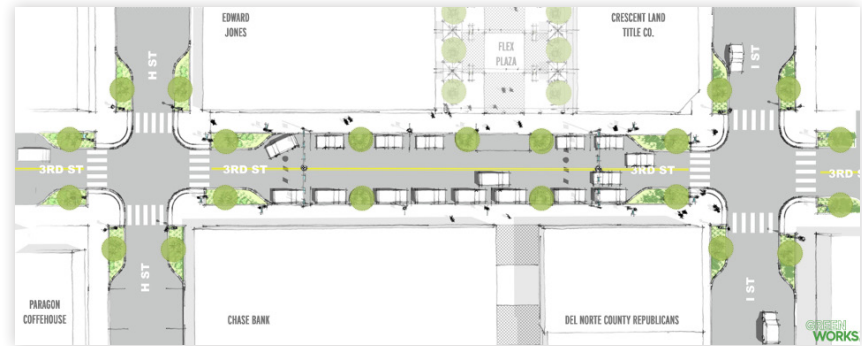


Figure 38. Retail Streetscape Option 2

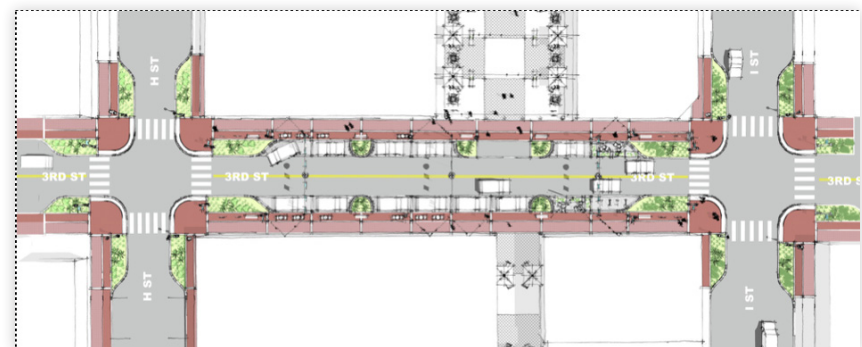
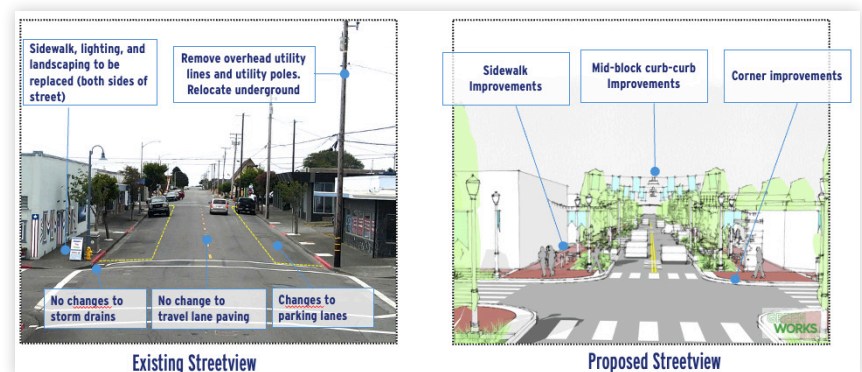


Figure 39. Retail Streetscape Option 2 Looking Southwest



- **Eliminating blight and enhancing livability:** The physical improvements help to eliminate substandard conditions and blight, enhancing the overall quality of life and perception of safety in the neighborhood.
- **Preserving historic character:** For the few remaining historic structures, restoration of architectural details to maintain and promote Crescent City's unique identity and heritage.
- **Supporting local businesses and job creation:** A thriving downtown with attractive storefronts helps local businesses stay competitive and grow, contributing to job creation and a stronger local tax base.
- **Filling vacant storefronts:** Improved building exteriors can attract new tenants and help reduce commercial vacancy rates by making spaces more desirable for a variety of uses, such as retail, restaurants, and housing.

Design Requirements.

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

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

Figure 40. Facade Improvement Projects

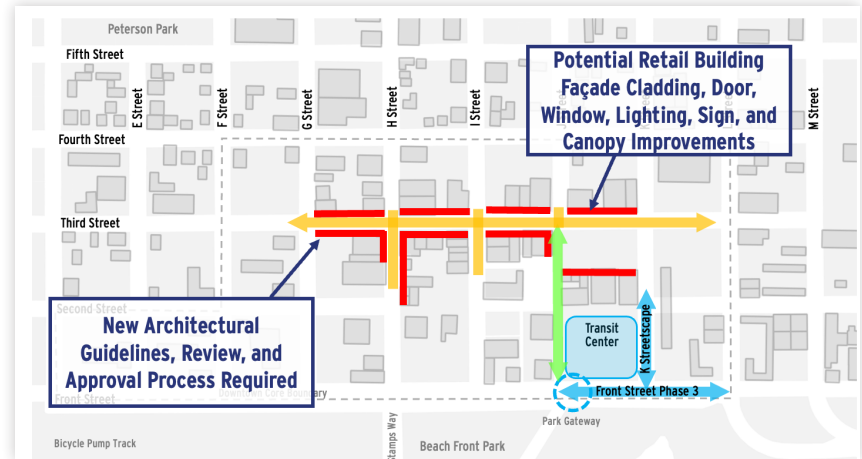
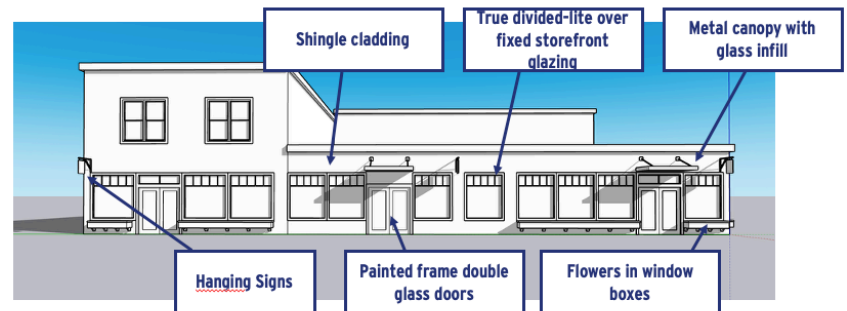


Figure 41. Facade Improvement Program Case Study



ANCHOR SITE DEVELOPMENT

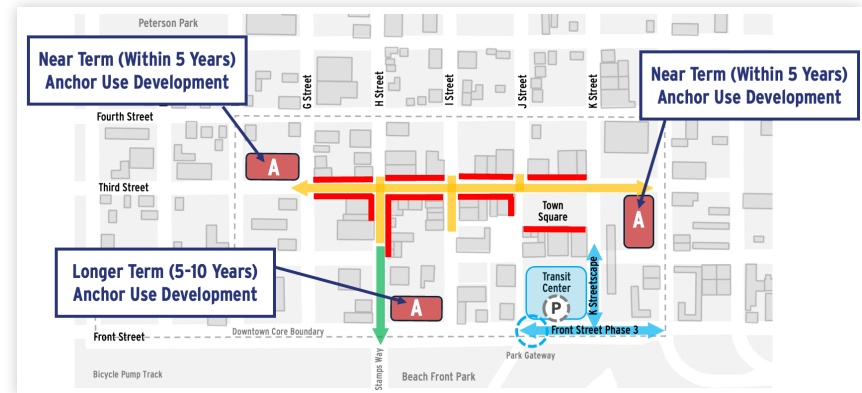
Anchor Developments serve as ‘game changer’ projects that signal to the public, property owners, and downtown investors that downtown has a bright future, investment in the core can be profitable, and it is a desirable place to live, work and visit.

Recipe for Success. Sites are located and uses are selected to stimulate significant amount of additional new retail and residential, development in the downtown core. The Anchor Development sites are located strategically. Development sites have been selected where:

- **Proposals are grounded in reality.** Fundamental real estate development requirements are addressed. Conceptual architectural and site design schemes have been prepared to ensure that the layout of buildings, parking, and site amenities can be constructed using a viable building construction type and floor plan configuration at realistic densities.
- **Fewer development constraints exist.** Sites have been selected that are ripe for development, vacant and underutilized sites, where existing property owners are willing to lead or partner in development, or agreeable to possibly selling the site to potential developers.
- **Include retail uses that generate a significant amount of both local and visitor trips.** Uses selected will animate downtown 18 hours of the day and increase foot traffic. Anchor uses fill gaps where is latent demand for housing, lodging, and shopping, dining, and drinking experiences. Moreover, anchor uses that have a proven track record in the local or regional marketplace of success.
- **Create a ‘snowball effect’.** Development that won’t represent an isolated, one-time improvement. Projects have been selected that will benefit downtown businesses and property owners as primary consideration.

Predictability and Certainty. Investors are risk adverse and success will only occur when Crescent City can demonstrate that it is a willing partner to limit risk. The City will likely need to provide incentives to catalyze private development. Actions may include:

Figure 42. Anchor Site Development Projects



- **Public gap financing.** Because of the projects pioneering nature, developers are often unable fully financing downtown development. Public/Private Partnerships (PPP) will be needed. The City’s role in the PPP is likely to include financial resources, in the form of contribution of land, grants and loans, and infrastructure improvements to make projects ‘pencil out’. In turn, the City may require development concessions that address community desires and needs for the downtown such inclusion affordable housing units, publicly accessible open space amenities, or other uses and design considerations.
- **Eliminate entitlement barriers.** Uncertain approval processes can add money and time to projects. Streamlining regulations, timelines and providing fee waivers will be needed.

Phase 2 of the Specific Plan must include the financial business case Return On investment (ROI) analysis and other policy, and regulatory update actions need to spur development.

ANCHOR DEVELOPMENT SITE- THIRD STREET AND L STREET

A food and beverage use is proposed for this large, underutilized site. Project initiation should be within 5 years of Specific Plan adoption.

The restaurant use would:

- Capitalize upon the high exposure that Highway 101 drive-by traffic volume provide.
- Capitalize upon the adjacency to the Redwood State and National Park Headquarters to draw tourists seeking Park maps and information at the Visitor Center.

The site offers opportunities to:

- **Provide a use with modern new construction**, free of the constraints that existing downtown buildings may have. The design of the building provides opportunities to includes themes and elements that would reflect an authentic 'Redwoods to the Sea' character.
- **Draw travelers who are arriving by automobile.** This site can provide an adequate amount of convenient parking on-site that can be seen and accessed immediately from Highway 101.
- **Provide an opportunity to provide an outdoor dining** experience that currently is present along Third Street.
- **Attract a local or regional tenant rather than a national brand restaurant** that is prevalent along the Highway 101 couplet. Comparable examples that would provide a model for successful food and beverage use, include Sea Quake, Sea Front, Kin Khao locally owned and operated restaurants.
- **Provide an opportunity draw visitors into downtown.** Once parked, with an improved Third Street streetscape, many tourists are likely to stroll and window shop and purchase other retail uses from merchants on Third Street.

The design of the site should:

- Have a front door orientation to maximize visibility and establish a pedestrian orientation toward Third Street.
- Locate parking behind the building.
- Locate outdoor seating areas in a protected area that is away from noise created by Highway 101 traffic, with sun exposure, rain and wind protection.

Design Options.

- One option would have all uses on the current site
- A Second option would include a shared parking with the Redwoods Office and include an additional small retail use at the intersection of K Street and Third Street.

Figure 43. Anchor Development Site- Third Street and L Street Options

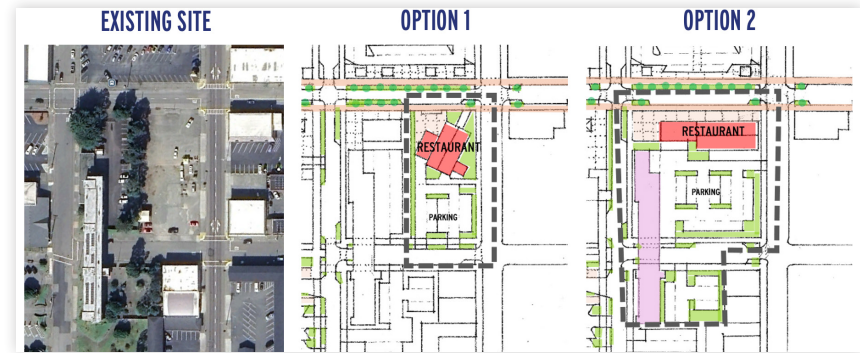
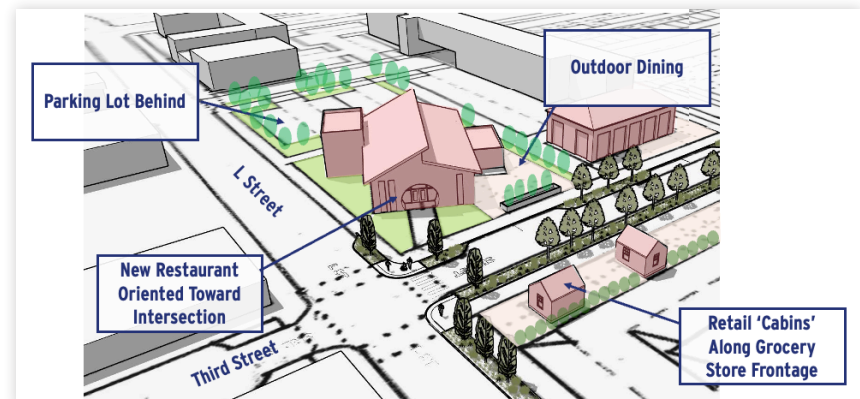


Figure 44. Anchor Development Site- Third Street and L Street Option 1



Figure 45. Anchor Development Site- Third Street and L Street Option 1 Looking South



Specific Plan Phase 2 Next Steps.

- Additional engagement with the property owner and Redwood Park representative.
- Refinement of the concept.
- Development of ROI financial analysis of any necessary financing strategies.
- Initiate recruitment strategies for potential project partners and possible tenants.
- Identification of potential policy and regulatory barriers and means to overcome or minimize the barriers.
- Development of tasks, responsibilities, and timelines for City actions.
- Additional engagement with community, Planning Commission, and City Council to present refined concepts and strategies to gather feedback and approval.

ANCHOR DEVELOPMENT SITE- THIRD STREET AND G STREET

Two options are proposed. A mixed-use multi-unit housing for the three vacant parcels fronting Third Street, and new library mixed-use development would encompass the entire block, including underutilized single family residential and office sites. Project initiation should be within 5 years of Specific Plan adoption.

The mixed-use housing use option would:

- Capitalize upon much need for affordable and market rate housing in the downtown. The residents would provide an infusion of new customers for existing and future retail shops. Residents would benefit from adjacency downtown services, nearby Peterson and Beach Front Park, and other future amenities.
- Provide an opportunity to include a ground floor retail use that benefit/establish synergy with adjacent existing and planned retail uses on Third, Paragon Coffee and the future Glenn’s Bakery (Hiouchi Cafe) to create a dining and beverage cluster at the terminus of Third Street.

The library mixed-use option would:

- Replace the substandard existing library with a new state-of-the-art facility that is located prominently at the terminus the retail armature.
- Provide an opportunity to provide a ‘Redwoods to the Sea’ themed tourism

Figure 46. Anchor Development Site- Third Street and G Street Options

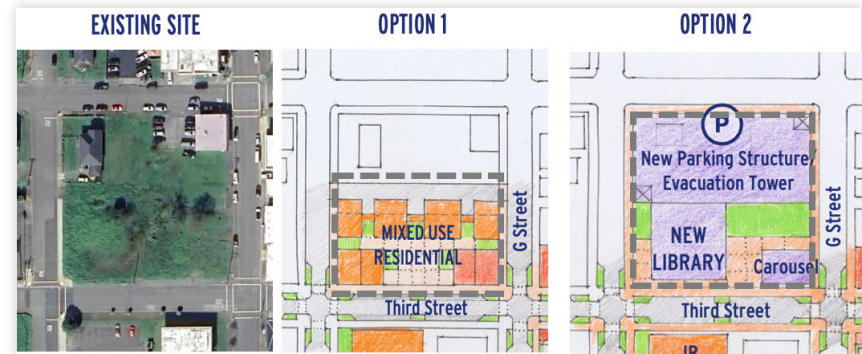


Figure 47. Anchor Development Site- Third Street and G Street Option 1



Figure 48. Anchor Development Site- Third Street and G Street Option 2



destination use that could also draw local visitors, especially families to the downtown.

- Provide an opportunity to provide a significant amount of weather-protected shopper parking that could also serve Del Norte County Government employees and visitors.
- Provide an opportunity provide a tsunami evacuation tower. The tower could serve people that would be difficult to evacuate beyond the inundation zone during a tsunami event, such as County Jail prisoners.

The design of the site should include:

- A retail and visitor attraction ground floor orientation of front doors and ground floor facade transparency toward Third Street to maximize Third Street pedestrian walking and auto drive-by exposure/visibility.
- Housing parcel design should include a ground floor retail use at the corner G Street and H Street to 'lock in' the site to the Third Street retail armature. Ground floor retail and commercial uses for the rest of the site would be optional and not required. Where residential uses occur at ground floor, units should be oriented toward the street or publicly accessible open space. For these units, privacy should be provided by setbacks or changes in elevation from the public rights-of-way.

Specific Plan Phase 2 Next Steps.

- Additional engagement with Del Norte County Library Board, property owner, and business owner representatives.
- Additional concept refinement of a preferred option.
- Development of ROI financial analysis of any necessary financing strategies.
- Initiate recruitment strategies for potential project partners and possible investors and developers.
- Identification of potential policy and regulatory barriers and means to overcome or minimize the barriers.
- Development of tasks, responsibilities, and timelines for City actions.
- Additional engagement with community, Planning Commission, and City Council to present refined concepts and strategies to gather feedback and approval.

Figure 49. Anchor Development Site- Third Street and G Street Option 1

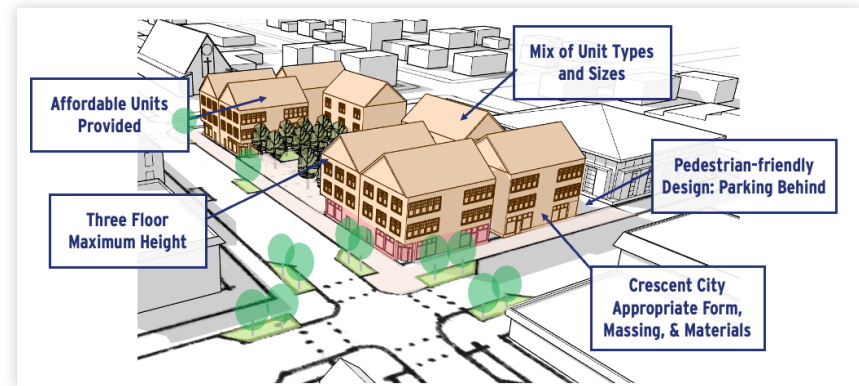


Figure 50. Anchor Development Site- Third Street and G Street Option 2

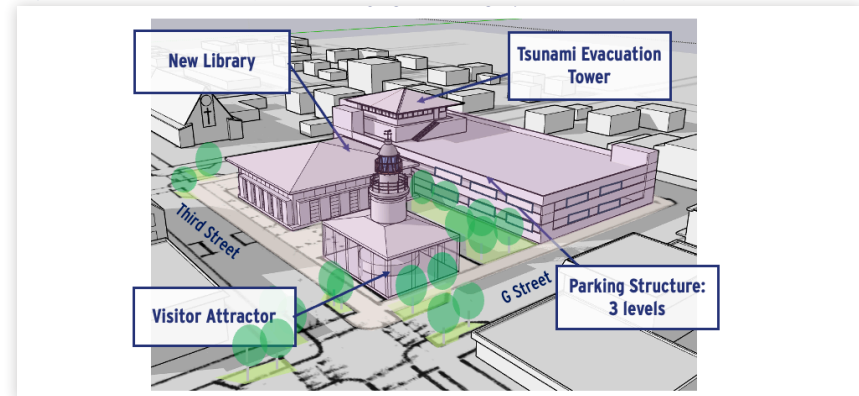


Figure 51. Anchor Development Site- Third Street and G Street Option 2 Visitor Attraction



ANCHOR DEVELOPMENT SITE- FRONT STREET AND H STREET

Two options are proposed for the City-owned municipal parking lot site. A boutique hotel utilizes a majority of the municipal parking lot, and secondary option, a market-rate multi-unit housing development that encompasses the entire parcel. Project initiation should be within 10 years of Specific Plan adoption.

The boutique hotel use option would:

- Capitalize upon downtown retail uses. The guests would provide an infusion of new customers for existing and future retail shops.
- Provide an opportunity to include a ground floor restaurant and rooftop bar attraction that would offer views of the Beach Front Park and the lighthouse.

The mixed-unit housing option would:

- Offer views of the Beach Front Park and the lighthouse.
- Offer opportunities for nearby shopping and access to downtown services and jobs.

The design of the site should include:

- No hotel parking or guest drop driveway should be allowed between the building and street frontages.
- Orientation hotel rooms toward the Park to maximize opportunities for harbor, park and lighthouse views.
- Hotel lobby entrance should be oriented toward H Street. A guest drop-off porte cochere should be provided on the north side of the building.
- Hotel service access should not front on streets.
- Residential units should be oriented toward Front Street to maximize opportunities for harbor, park and lighthouse views
- No residential parking or resident drop driveway should be allowed between the building and street frontages.

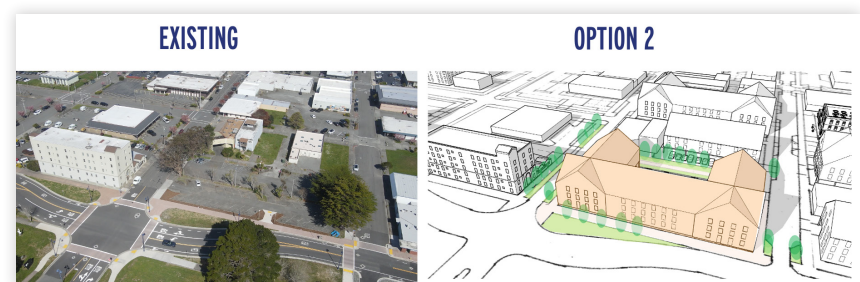
Figure 52. Anchor Development- Front and H Street Options



Figure 53. Anchor Development- Front and H Street Option 1



Figure 54. Anchor Development- Front and H Street Option 2



Specific Plan Phase 2 Next Steps.

- Additional concept refinement of a preferred option.
- Development for a Request for Proposals (RFP) for either option selected.
- Development of ROI financial analysis of any necessary financing strategies.
- Initiate recruitment strategies for possible investors and developers.
- Identification of potential policy and regulatory barriers and means to overcome or minimize the barriers.
- Development of tasks, responsibilities, and timelines for City actions.
- Additional engagement with community, Planning Commission, and City Council to present refined preferred concept and implementation strategies to gather feedback and approval.

Figure 55. Anchor Development- Front and H Street Boutique Hotel Looking North

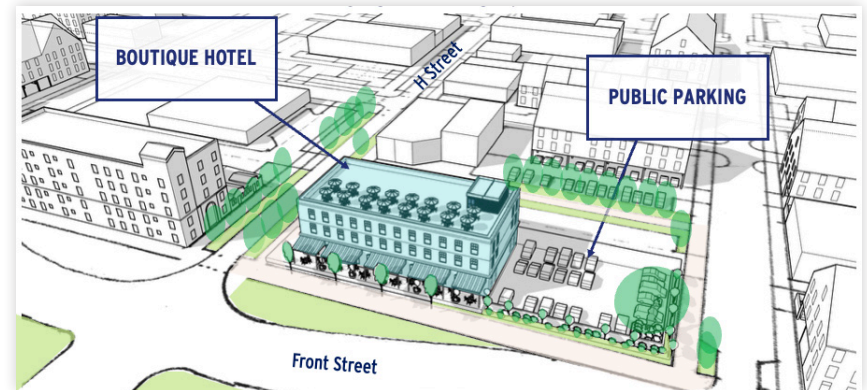
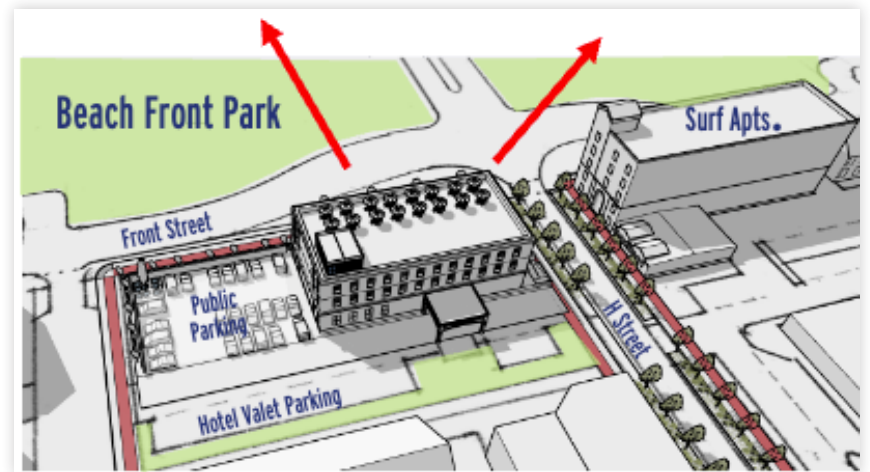


Figure 56. Anchor Development- Front and H Street Boutique Hotel Views Looking South





CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: BRIDGET LACEY, GRANTS AND ECONOMIC DEVELOPMENT MANAGER

DATE: JANUARY 20, 2026

SUBJECT: FRONT STREET GATEWAY MONUMENTS

RECOMMENDATION

- Heart staff report
- Council technical questions
- Receive public comment
- Further Council discussion
- Approve the Front Street concept gateway designs and authorize the City Manager to solicit proposals for fabrication and construction.

BACKGROUND

On June 3, 2024, the City Council approved and authorized the City Manager to execute a professional services agreement with Greenworks, PC for the design of all features included in the Crescent City Cultural Gateway and Beautification project, funded by the City's Clean California grant. Key scope tasks included the design of the gateway monuments, landscaping, public art features, Redwood Discovery Center entrance, and Tolowa Cultural Trail entrance. Sea Reach Ltd. was hired by Greenworks to complete the gateway monument designs. These designs received a positive response from the public when presented as a survey in November 2024, capturing more than 500 survey responses, and were approved by council on December 2, 2024. On December 16, 2024, the City Council approved and authorized the City Manager to execute a professional services agreement with Crandall Arambula, PC for the development of a Downtown Specific Plan.

After early discussions with the design team for the Downtown Specific Plan, it became apparent that there was a need to take a more holistic approach to the gateway design to ensure connectivity, not only with the work that is scheduled to occur on Front Street and its gateway features, but also future downtown improvements, and overtime incorporate these design features into citywide improvements. The Crandall Arambula team, which includes a Greenworks designer, proposed refinement to the existing gateway design that would ensure the goals and objectives of the Downtown Specific Plan effort concerning land use, economic development, multi-modal access, and public infrastructure design concepts are included.

Greenworks subsequently proposed an amendment to their existing Clean CA contract to allow their design team to explore more design considerations that were out of Sea Reach's scope of work. This would include the following key considerations:

- How the gateways respond to contextual considerations beyond the Front Street corridor and S-curves, such as how the gateway responds to key actions of the Economic Development Strategic Action Plan, visitor travel patterns, National and State Park headquarters, and Harbor District planning efforts.
- How the gateway design can consider design elements to supplement the water, wind, and wave themes of the current design. Identified elements that embrace the City's iconic 'Where the Redwoods meet the Sea' branding should be explored.
- How the gateway or elements of the gateway can be replicated for any future gateways that may be identified in the downtown planning effort.
- The role that this gateway will play when considering the possibility of having a citywide branding effort in the future which includes city, downtown, and district wayfinding. The intent is to ensure that the Front Street gateway elements serve as a district rather than a downtown gateway.
- How to ensure pedestrian mobility, auto and bus sightlines, accessible parking, and other unresolved issues.

In May of 2025, the Council approved the amendment with Greenworks PC to refine the gateway concepts.

ITEM ANALYSIS

After utilizing the above considerations and overarching principles of architectural significance, strategic location, economic impact, symbolic meaning, and cultural historical relevance for successful gateways, Greenworks has submitted the attached proposed gateway concepts for approval. These concepts were designed to accentuate Crescent City's Redwood and coastal themes. The materials will be representative of vertical redwood elements, silhouettes of redwoods /ocean waves, and coastal dune style landscape areas. Location is also critical as a gateway should provide transition from one area to another. The Front Street gateway in this project should orient the visitor to the Beachfront District. The proposed gateway would include Highway 101 signage at the "S-curve" between L and M Streets, banner poles leading up to Play Street, and an archway across Front Street at Play Street stating, "Crescent City – Beachfront – Taa-at-dvn".

This gateway sequence is designed to have visitors and residents experience the City's "Redwoods to the Sea" theme as they turn off the Highway on to Front Street and enter into the Beachfront area. It is also intentionally designed to be consistent with the City's Downtown Specific Plan with a family of materials that can be used throughout the City to provide the consistency and continuity necessary for creating a unique sense of place.

FISCAL ANALYSIS

The construction estimate for these gateway elements, including the Highway 101 S-curve monuments, Front Street banner poles, as well as the Front Street gateway arch at Play Street, is \$545,000. This is within the budget and funding that we have available within the Clean CA grant. However, we will not know the exact cost until we receive the proposals from the fabricators / contractors.

STRATEGIC PLAN ASSESSMENT

This action supports the following Strategic Plan goals:

- Goal 1: Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors
- Goal 1(A): Enhance collaboration with other agencies and the community to better aid the public
- Goal 1(E): Target economic development improvements that provide additional benefit by enhancing the quality of life for residents
- Goal 2: Promote a thriving local economy
- Goal 2(D): Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and amplify funding opportunities
- Goal 2(E): Create an environment that is conducive to attracting and retaining strong, sustainable businesses that reflect community needs and culture
- Goal 2(F)(1): Streamline services that support new, existing, and prospective businesses
- Goal 2(F)(9): Expand on the success of grant funding by maximizing utilization of opportunities with corresponding community needs

ATTACHMENTS

1. Proposed Front Street Gateway Design Concepts

Front Street Gateway

Proposed Concept Design

1.20.26

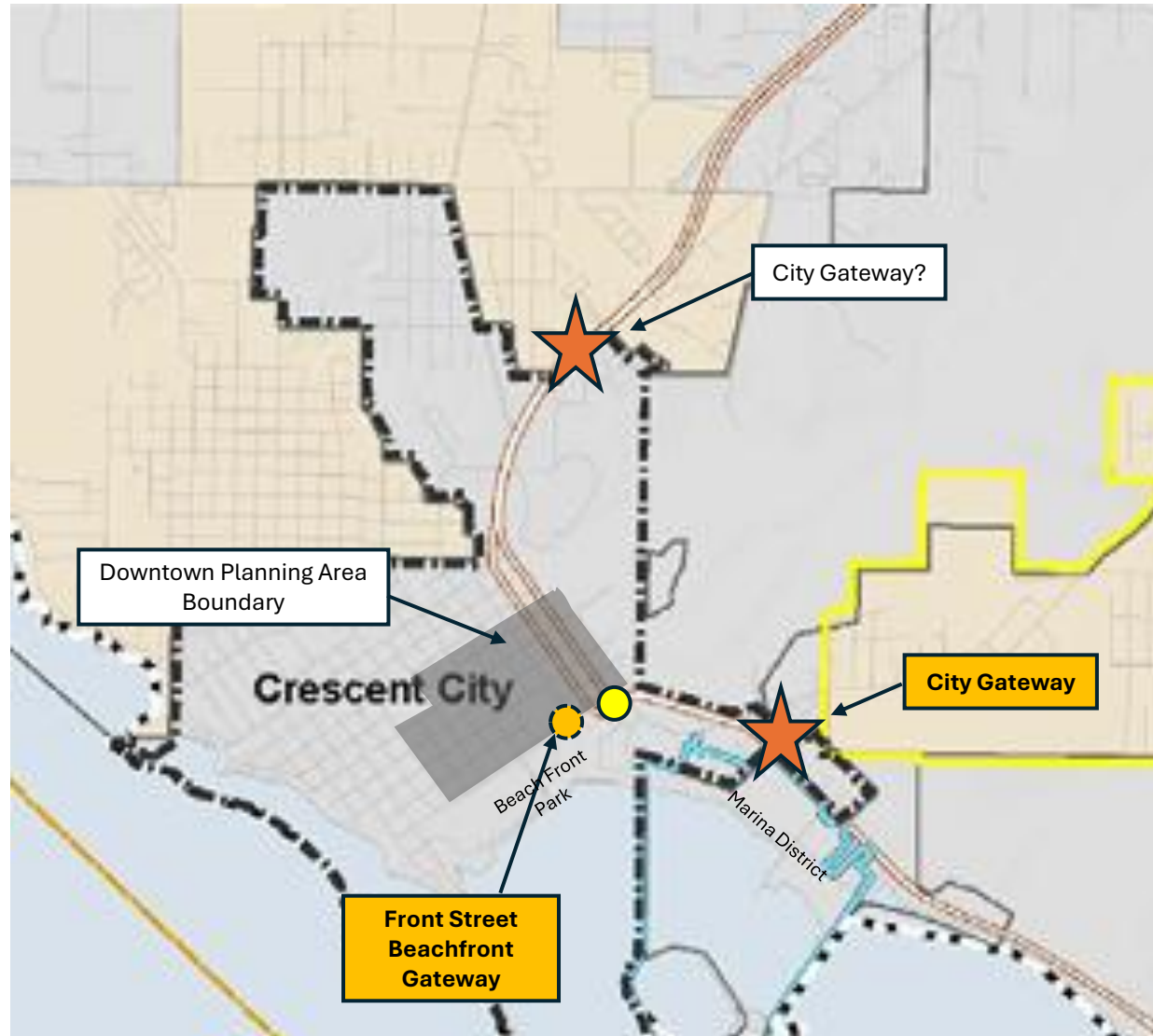




Design Objectives

1. Build upon surrounding architectural forms, massing, materials and future cultural center improvements
2. Select an appropriate theme for district gateway elements
3. Provide refinement to address gateway concept and monument locations
4. Confirm that the concept can transfer to other locations in the City to support larger downtown economic goals for tourism.
5. Confirm the gateway and monuments can be constructed on time & on budget.

Crescent City Gateways & Wayfinding



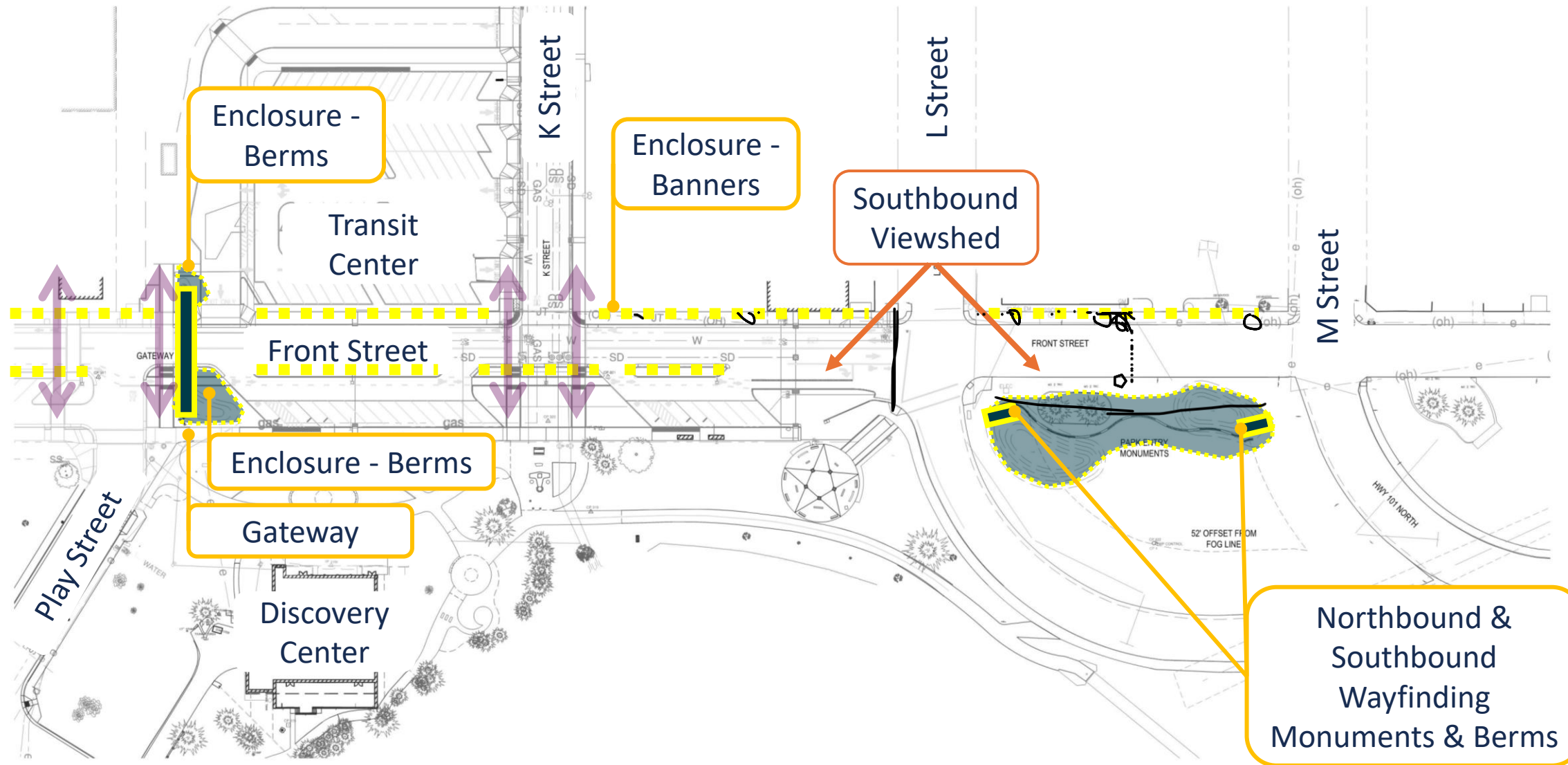


**Strategic Location
Enclosure - Berms**

**Strategic Location
Passage – District Gateway**

**Strategic Location
Enclosure - Banners**

**Strategic Location
Tourism &
Wayfinding**



1 OVERALL PLAN - GATEWAY TO S CURVES



Take clues from the planned improvements to the Cultural Center / Redwoods Discovery Center

Concepts

Simplicity of Shape

- Graphic
- "Building Block" Massing
- Rectilinear/Angled
- Asymmetry

Contrasting Elements

- Light/Dark
- Deep Overhangs/No Overhangs
- Angled/Flat
- Solid/Void
- High, Vaulted Spaces/Low Spaces

Materials

- Weather Wood Siding
- Copper Metals
- Heavy Timber
- Natural Wood Interiors
- Concrete

Elements

- Shed Roofs
- Punched Windows
- Skylights
- Exposed Structure
- Little to No Ornament



Exterior
Precedents

Redwoods Discovery Center
1001 Front St, Crescent City, CA 95531
Project #23182 04.05.2024



Scott
Edwards
Architecture



- New Butterfly Roof
- Drive Aisle is Enclosed and Becomes Conditioned Space
- New East Stair in New Stair Enclosure
- Loading Dock Area Updated



Complement existing & proposed architectural vernacular

Proposed Building Exterior
Front of Building

Redwoods Discovery Center
1001 Front St, Crescent City, CA 95531
Project #23182 04.05.2024



Scott
Edwards
Architecture

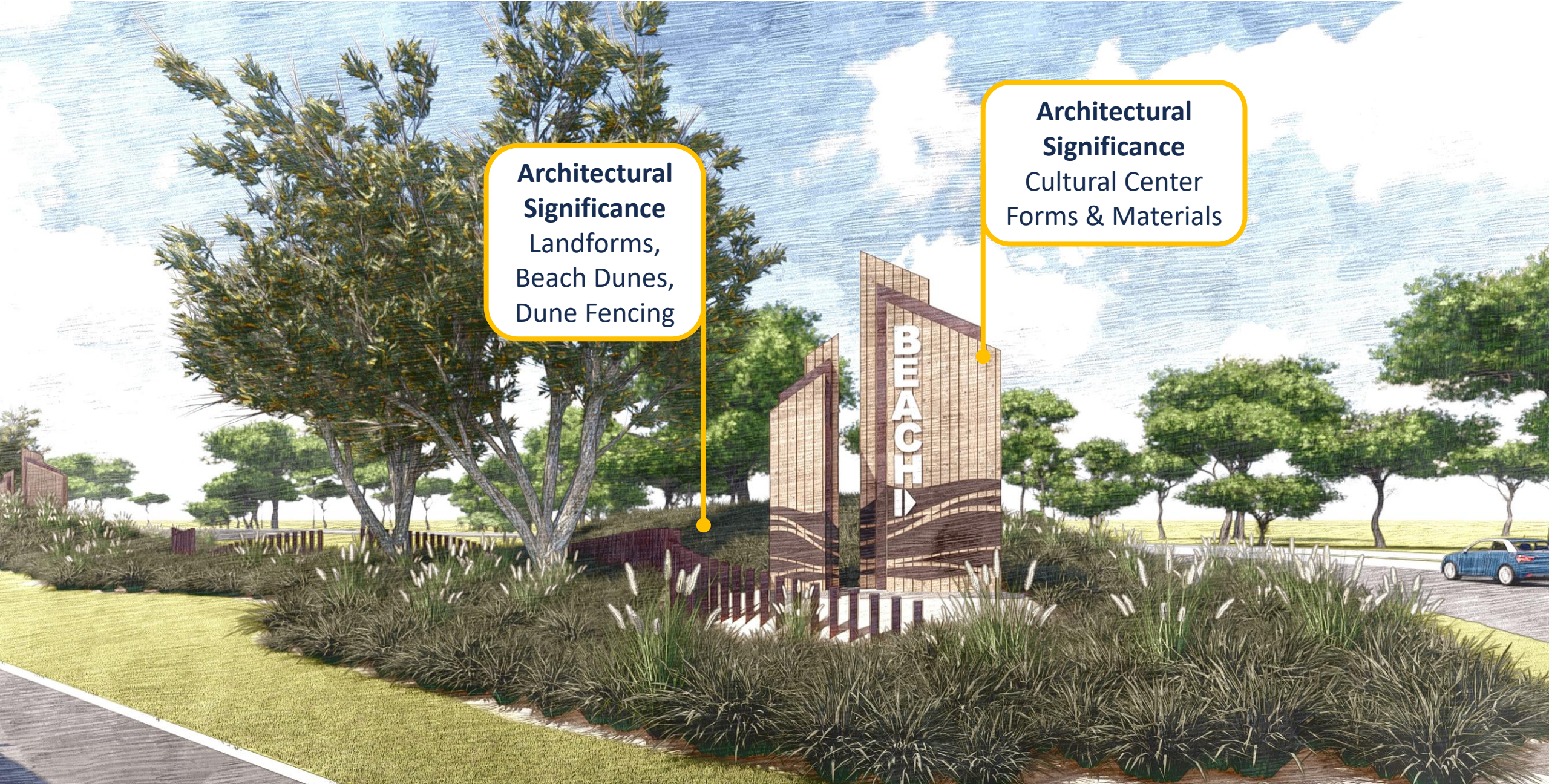
**Architectural
Significance**
(Landform &
Enclosure)

**Architectural
Significance**
District Lighting

**Architectural
Significance**
Discovery
Center Form &
Materials



Proposed Front Street Gateway



Architectural Significance
Landforms,
Beach Dunes,
Dune Fencing

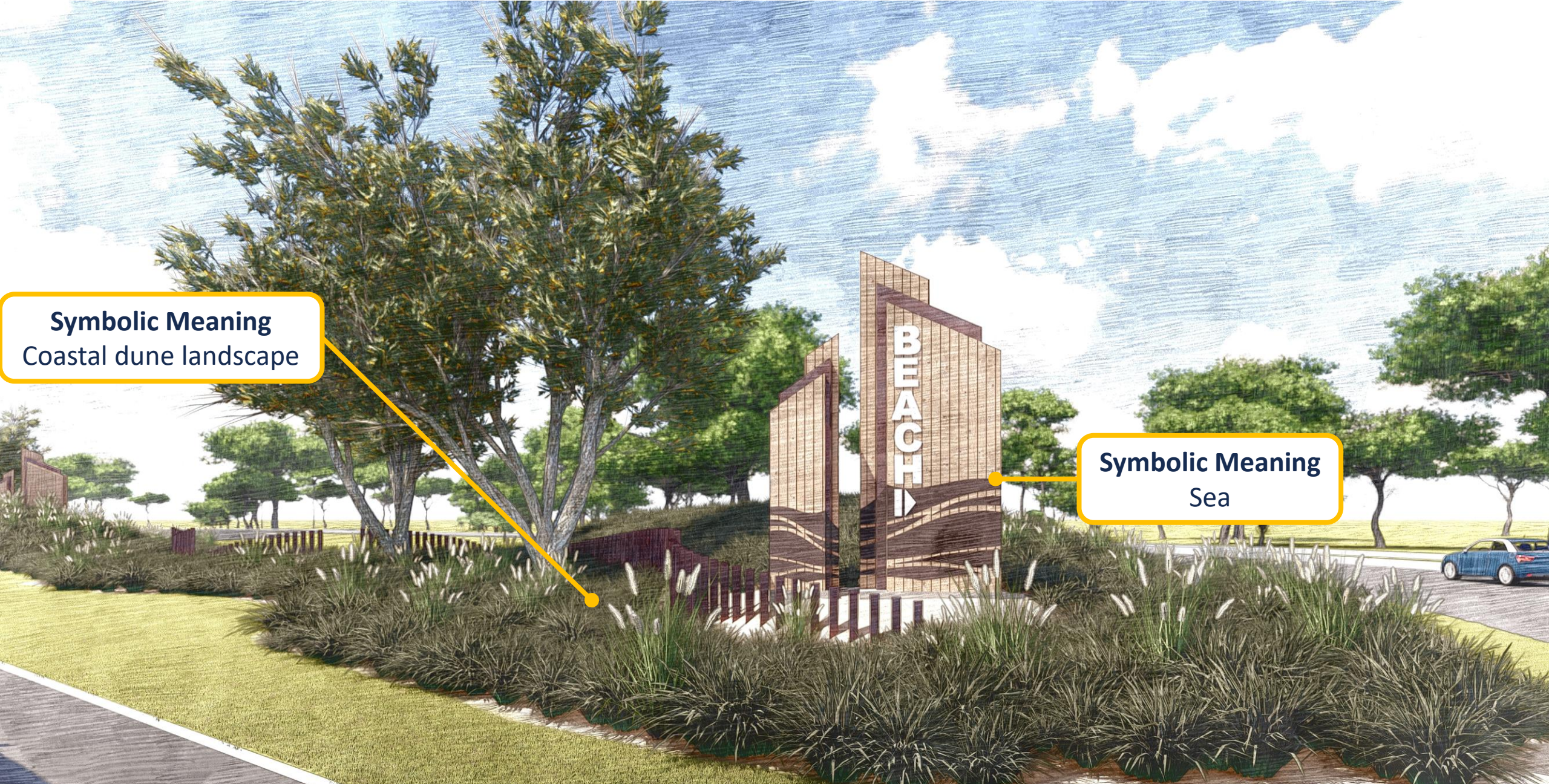
Architectural Significance
Cultural Center
Forms & Materials



Symbolic Meaning
Redwoods

Symbolic Meaning
Local natural materials

Symbolic
Meaning
Sea



Symbolic Meaning
Coastal dune landscape

Symbolic Meaning
Sea



NEW DESIGN – Additional Views



NEW DESIGN – Additional Views

GREENWORKS[®]



NEW DESIGN – Additional Views

GREENWORKS[®]



NEW DESIGN – Additional Views

GREENWORKS[®]



NEW DESIGN – Additional Views

GREENWORKS[®]



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: MARTHA D. RICE, CITY ATTORNEY

DATE: JANUARY 20, 2026

SUBJECT: SIGNS REGULATIONS UPDATE (MUNI CODE CHAPTER 17.39)

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Give direction to staff on the Planning Commission's recommended updates to the City's sign regulations

BACKGROUND

On November 25, 2024, the City issued a sign permit for a new digital sign at Tsunami Lanes Bowling Alley. The application did not indicate that the sign would display offsite advertising, images that move, or that the sign would be displaying rotating images. These issues were brought to light initially due to the brightness of the sign during non-daylight hours. Conversations with the owner revealed that a sign company had him the sign on the premise that additional revenue could be generated through off-site advertising and promotions. However, this presents several issues because the current sign regulations do not allow off-site advertising, flashing lights, or changing of color intensity.

Planning staff offered the owner two pathways forward under the zoning code: (1) apply for a variance, or (2) initiate an amendment to the zoning code to allow the sign type. Dr. John Kirk elected to initiate an amendment to the zoning code.

The Planning Commission considered the requested amendment, staff concerns and public input over a couple of meetings. On October 16, 2025, the Planning Commission held a public hearing and subsequently adopted Resolution No. PC2025-11, recommending updates to Chapter 17.39, Signs, of the municipal code.

The Planning Commission’s recommendations include:

1. Adds definition of “digital sign”
 - *an LED digital display sign that may rotate images*
2. Adds definition of “off-site advertising”; removes definitions and references to “billboard” and “general advertising sign”
3. Adds regulations for “digital signs”
 - *Digital signs may contain static messages only. Signs may not display text which flashes, pulsates, moves or scrolls. Each complete message must fit on one screen.*
 - *Digital signs may not change message more than once every 15 seconds.*
 - *The content of a digital sign must transition by changing instantly (e.g., no fade-out or fade-in).*
 - *Any digital signs within 100 feet from HWY 101 must obtain any and all permits from Caltrans.*
4. Adds regulations for “off-site advertising”
 - *No off-site advertising sign may be erected, constructed, or maintained in excess of 100 square feet of display surface, in accordance with the allowable sign area regulations of this chapter.*
 - *Off-site advertising is only allowed in the C-2 Zone and must meet all applicable Caltrans requirements and regulations.*
 - *Each business is limited to two off-site advertising signs within the city limits.*
 - *Off-site advertising sign area counts toward the allowable sign area for both the business being advertised and the business hosting the off-site advertising sign.*
5. Limits off-site advertising signs to the C-2 zone
6. Adds regulations regarding “illumination” (brightness)
 - *During daylight hours between sunrise and sunset, luminance is limited to 10,000 nits.*
 - *At all other times, luminance is limited to 160 nits.*
 - *Digital signs may produce no more than 0.3 foot-candle of light when measured from the distance using the following formula: Measurement Distance= (Area of Sign Sq. Ft. × 100)*
 - *Each sign must have a light sensing device that will automatically adjust the brightness of the display as the natural ambient light conditions change.*
7. Removes references to coastal zones, the regulations for which are governed by Chapter 17.74, Coastal Zone Signs.

On November 17, 2025, the City Council discussed the Planning Commission’s recommendations for updates to the City’s sign regulations. Present at the meeting were Council Member Altman, Mayor Pro Tem Tinkler and Mayor Wright. Council Member

Greenough was absent and there was one vacancy. At that meeting, the City Council discussed the Planning Commission recommendation, expressed concerns regarding community aesthetics and traffic safety, and directed that the following changes to the recommendation be brought back to the Council:

- Limit the number of digital signs to **2 total signs** within the City
- Limit digital signs to **32 square feet** in size
- **No offsite advertising** allowed within the City (regardless of sign type)

ITEM ANALYSIS

The types of restrictions directed by the City Council are all “content-neutral” restrictions for purposes of protected speech analysis. *City of Austin v. Reagan Nat’l Adver. of Austin, LLC* (2022) 596 US 61. Because these regulations are content-neutral, the law requires that regulations be narrowly tailored to serve a substantial governmental interest (known as “intermediate scrutiny”). *Ward v. Rock Against Racism* (1989) 491 US 781. As a matter of law, traffic safety and community aesthetics are substantial interests that justify the content-neutral regulation of signs. *Ackerley Communications of N.W., Inc. v Krochalis* (9th Cir. 1997) 108 F3d 1095. In order to be “narrowly tailored,” the regulation must be directly related to the government’s substantial interest and there must be sufficient other ways for the speech or message to be communicated. *Central Hudson Gas & Elec. Corp. v. Public Serv. Comm’n* (1980) 447 US 557.

After reviewing Council’s direction, staff suggest modifying the two digital sign limitation to something more calculated to respond to the Council’s concerns. A map of the C-2 zone has been included with this staff report which shows the main road segments within the C-2 as well as their approximate distances. Staff is of the opinion that setting a distance requirement between digital signs or a specific number based on the stretch of road (Washington Blvd., Northcrest, L Street, M Street, Hwy 101 N) would present a more reasoned approach to limiting the number of digital signs within the City’s C-2 zone.

With a more reasoned and thoughtful approach to the limiting of the number of digital signs within the City’s C-2 zone, staff believe that the regulations would comply with the constitutional standard for content neutral regulation. A summary analysis is as follows:

1. *Substantial government interest*: traffic safety and community aesthetics
2. *Direct Relation*: time, place and manner restrictions to limit impacts to traffic safety and community aesthetics
3. *Alternative Means*: non-digital signs, on-site advertising signs, print and digital media, etc.

As the Council is aware, the City is currently working on a Downtown Specific Plan. This effort is spearheaded by Don Arambula of Crandall Arambula. Don has expressed his own concerns with the potential proliferation of digital signs and off-site advertising (as recommended by the Planning Commission). Attached to this staff report is a detailed outline of his concerns, including impacts of visual quality on economic development and traffic safety concerns. The current direction of the Council is supported by Don's reasoning.

FISCAL ANALYSIS

There is no direct fiscal impact to the City for provided direction on sign regulations.

STRATEGIC PLAN ANALYSIS

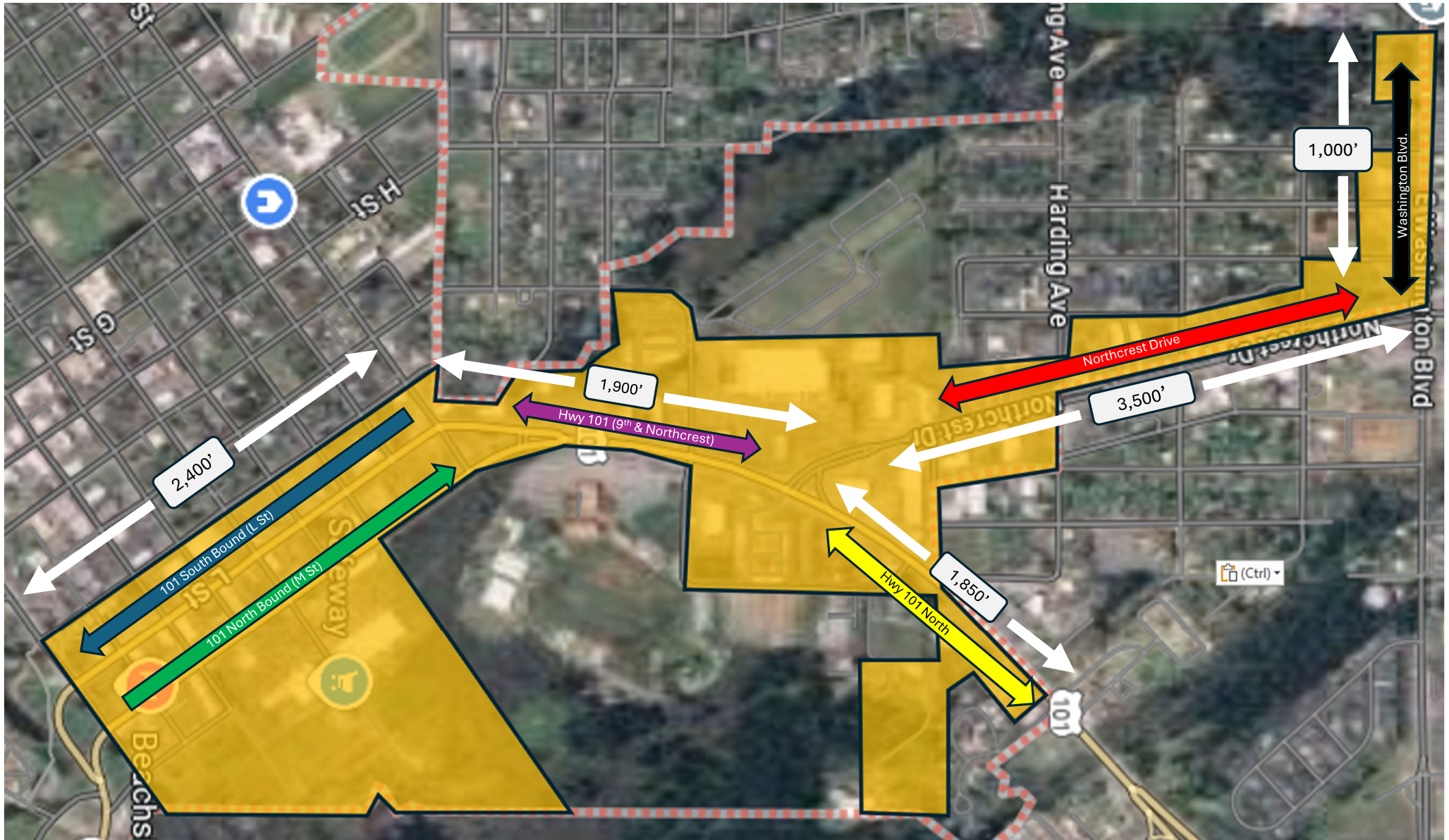
This action supports the following Strategic Plan Goals:

GOAL 1: PROMOTE A THRIVING LOCAL ECONOMY

(E) Plan and prepare for the growth and future needs of the Crescent City community by: Evaluating and updating the City's Municipal Code to assure maximized efficiencies, clarity, and effectiveness.

ATTACHMENTS

1. C-2 Zone Map with approximate distances
2. Crandall Arambula summary of concerns regarding Highway 101 Digital Billboards / Signs
3. Planning Commission Resolution No. PC2025-11
4. PC recommended updates to Chapter 17.39



HIGHWAY 101 DIGITAL/BILLBOARD SIGNS

Key issues concerning the regulation of digital signs along Highway 101 through Crescent City primarily involve economic development impact on downtown, and traffic safety and driver distraction that a code must address.

ECONOMIC DEVELOPMENT IMPACTS OF VISUAL QUALITY.

Establishing Redwood Park complementary visual quality and Pacific Coast scenic beauty is an economic development issue.

Crescent City is poised to revitalize the downtown and capture the approximately 1.5 to 2 million people who visit the state and national parks. Capturing this latent demand requires establishing Crescent City as a beautiful and visually pleasing place where visitors want to stop and spend money. This requires providing sign, landscaping, and architectural regulations that establish a setting that meets visitors expectations of a place where the 'Redwoods meet the Sea.'

Visual Clutter:

- **Concern:** The proliferation of large, bright, constantly changing signs is 'Las Vegas-styled' visual pollution and urban blight that detracts from Crescent City's unique environment and scenic vistas.

Loss of Property Values:

- **Concern.** Some evidence suggests a correlation between lax sign controls and reduced property values, indicating a perceived negative socio-economic impact from uncontrolled digital signs. Maintaining and improving property values through thoughtful regulations should be a key objective of sign regulations.

Potential Sign Code Approach:

Digital and moving electronic signs can be prohibited or heavily regulated by Crescent City, often under public safety, nuisance, or aesthetic zoning laws, with the U.S. Supreme Court affirming this right, though such bans must navigate First Amendment concerns by focusing on the sign's characteristics (like movement/flashing) rather than message content. While outright bans are possible, many other municipalities opt to allow them with strict objective regulations and standards.

TRAFFIC SAFETY AND DRIVER DISTRACTION

The primary regulatory concern is that digital billboards, designed to be eye-catching, divert drivers' attention from the road, increasing crash risks for motorist, pedestrians, and bicycle riders.

Some government-funded studies found higher crash rates near digital signs compared to control sites, particularly motor vehicle rear-end collisions and pedestrian/bicyclist collisions at crosswalks typical of driver distraction. Issues, concerns, and potential sign code approaches to ensure a roadway safety and promote a multimodal downtown, include:

Extended Gaze Time:

- **Concern:** Studies indicate that drivers look at digital signs for longer periods than static signs, often long enough to significantly increase near-crash/crash risk. The Federal Highway Administration (FHWA) notes that any non-driving glance over two seconds is dangerous.

- **Potential Sign Code Approach:** Limit the number of signs and prescribe distances/locations where signs are permitted.

Changing Messages:

- **Concern:** The rotating or sequential nature of messages can capture drivers' curiosity, causing them to look for the next advertisement.
- **Potential Sign Code Approach:** Regulations can mandate minimum "dwell" or "hold" times (e.g., 6-10 seconds) and prohibit animation or flashing effects to mitigate this.

Glare and Brightness:

- **Concern:** Digital signs can be up to ten times brighter than traditionally lit billboards and can produce significant glare, especially at night or in low-light conditions.
- **Potential Sign Code Approach:** Regulations can include require light sensors to adjust brightness relative to ambient light conditions.

ENFORCEMENT AND COMPLIANCE:

Regulating digital signs goes beyond just creating codes.

Ensuring ongoing compliance with brightness levels, display duration, and spacing requirements can be challenging for Crescent City. Consideration of how, when, and who enforces regulations should be addressed as part of the creation of any new regulations and application processes.



RESOLUTION NO. PC2025-11

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

WHEREAS, Tsunami Lanes & FEC Inc. (John H Kirk) has submitted Zoning Ordinance Amendment Request (Application ZOA25-01) to amend the Signs Regulations Ordinance (Chapter 17.39) to allow off-site advertising within the C-2 zone (General Commercial District).

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

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

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

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

*ZONING ORDINANCE AMENDMENT (APPLICATION ZOA25-01)
Amendments to the Signs Regulations Ordinance*

amendments:

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

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

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

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of Crescent City held on this 16th day of October 2025, by the following polled vote.

AYES: Hyatt, Delossio, Waup and Chair Shambun

NOES:

ABSTAIN:

ABSENT:



Steve Shambun, Chairperson

ATTEST:



Heather Welton, Community Development Specialist



PROPOSED ZONING ORDINANCE AMENDMENT

Zoning Ordinance Amendment – Application ZOA25-01

Tsunami Lanes & FEC Inc. (John H Kirk) has submitted a Zoning Ordinance Amendment Request (Application ZOA25-01) to amend the Signs Regulations Ordinance (Chapter 17.39) to allow LED digital display signs that rotate images within the C-2 zone (General Commercial District), which includes:

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

Chapter 17.39 SIGNS

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

§ 17.39.010 Purpose.

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

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

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

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

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

(Ord. 672 § 5)

§ 17.39.020 Applicability.

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Legal Nonconforming Signs.

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

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

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

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

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

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

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

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

(Ord. 672 § 5)

§ 17.39.030 Definitions.

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As used in this chapter:

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

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

"A-frame" means a sandwich board sign.

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

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

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

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

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

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

~~"Billboard" means a large sign structure, exceeding 100-sf, which is made available for lease or rent for the purpose of off-site advertising.~~

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

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

"Construction signs" means a temporary sign erected on the premises on which

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construction is taking place identifying the names of the persons or companies involved in the project.

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

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

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

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

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

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

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

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

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

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

~~"General advertising sign" is a sign which directs attention to a business, commodity, industry or other activity which is sold, offered or conducted elsewhere than on the premises upon which such sign is located, or to which it is affixed, and which is sold, offered or conducted on such premises only incidentally if at all.~~

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

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

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

"Holiday decorations" means wording, symbols or pictures of a noncommercial nature

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which may be erected or displayed in reference to a specific seasonal, political or religious holiday. Sale announcements are not holiday decorations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

"Placard" means a nonpermanent announcement or sign in the form of a small card, such as a poster or plaque.

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

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

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

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

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

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

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

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

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

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

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

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

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

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communicate, inform or advertise.

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

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

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

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

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

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

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

"Temporary sign" means any sign or advertising display constructed of fabric, canvas, paper, plywood or other such light material, not permanently erected, and constructed, created, intended or engineered to have a useful life of less than fifteen years.

Temporary signs may include, but are not limited to vehicle and trailer signs, banners, balloons, sandwich boards and paper signs.

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

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

"Twirler" means the same as "spinner."

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

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

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

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

(Ord. 672 § 5)

§ 17.39.040 Types—Generally.

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

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

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

C. Wall Signs.

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

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

D. Marquee Signs.

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

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

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

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

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

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

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

by the community development director.

I. Sandwich Board or A-Frame Signs.

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

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

K. Digital signs.

1. Digital signs may contain static messages only. Signs may not display text which flashes, pulsates, moves or scrolls. Each complete message must fit on one screen.
2. Digital signs may not change message more than once every 15 seconds.
3. The content of a digital sign must transition by changing instantly (e.g., no fade-out or fade-in).
4. Any digital signs within 100 feet from HWY 101 must obtain any and all permits from Caltrans.

L. Off-site Advertising.

1. No off-site advertising sign may be erected, constructed, or maintained in excess of 100 square feet of display surface, in accordance with the allowable sign area regulations of this chapter.
2. Off-site advertising is only allowed in the C-2 Zone and must meet all applicable Caltrans requirements and regulations.
3. Each business is limited to two off-site advertising signs within the city limits.
4. Off-site advertising sign area counts toward the allowable sign area for both the business being advertised and the business hosting the off-site advertising sign.

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

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.050 Special provisions.

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

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

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

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

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

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

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

(Ord. 672 § 5)

§ 17.39.060 Sign permits.

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

B. Permits Required. A sign shall not hereafter be erected, re-erected, constructed, altered or maintained, except as provided by this code and only then after a permit for the same has been issued by the community development department. A separate permit shall be required for a sign or signs for each business entity, and a separate permit shall be required for each group of signs on a single supporting structure. In addition, electrical permits shall be obtained for electrical signs. Each application for a sign permit shall be reviewed by the city building inspector who is authorized to determine if a building permit shall additionally be required as a condition to the issuance of a sign permit. A building permit shall be required when the proposed sign's erection, re-erection, construction, alteration or maintenance may potentially adversely affect the public's health, safety or welfare. Sign permits may be issued to any person with a possessory or estate hold interest in the real property where the sign is sought to be placed or to a contractor licensed by the Department of Consumer Affairs and

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employed by such person to perform the sign's erection, re-erection, construction, alteration or maintenance.

C. Application for Permit.

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

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

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

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

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

E. Public Hearing. The planning commission may hold public hearings to discuss sign permit applications whenever it determines that such a hearing is in the public interest. The planning commission may, through the public hearing process, designate such conditions as it deems necessary to ensure compliance with the purposes of this chapter, and may require a guarantee or bond to be posted to that effect.

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

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

H. Revocation.

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

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

(Ord. 672 § 5)

§ 17.39.070 Temporary permit required when.

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

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

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

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.080 Prohibited signs.

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

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

1. Obscene or Offensive to Morals. Containing statements, words or pictures of an

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obscene, indecent or immoral character which, taken as a whole, appeal to the prurient interest in sex, and which signs are patently offensive and, when taken as a whole, do not have serious literary, artistic, political or scientific value,

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Within Public Places.

a. Within any public street, sidewalk, public parking lot, or right-of-way, unless they shall maintain a minimum clearance of fourteen feet above the adjoining grade level and after acquiring an encroachment permit from the Department of Public Works, except

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marquee signs as defined by this chapter, unless specifically provided for in this chapter,

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

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

2. Roof signs, except mansard roof signs,

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

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

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

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

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

d. A single isolated movement of a sign or sign equipment or materials from one place

to another within the city,

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

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

F. Abandoned Signs.

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

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

~~G. General advertising signs.~~

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.090 Variances.

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

B. Application.

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

2. The request for variance shall be set for public hearing on the earliest available meeting date of the planning commission. The appellant shall be notified in writing of the meeting date. Notice of the hearing shall be published in a newspaper of general local circulation at least ten days prior to the hearing. The hearing may be continued from time to time.

C. Required Findings. The planning commission must make the following findings in

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order to approve a sign variance:

1. The strict application of the standards contained in this chapter deprives the appellant's property of privileges enjoyed by other property owners in the same vicinity and under identical use classification due to special circumstances applicable to the property including size, shape, topography, location or surroundings; and
2. The variance does not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity with the same use classifications as the subject property.

D. Variance Allowed.

1. The planning commission may, upon approval of a variance sign permit, allow:
 - a. An increase in allowed height; and/or
 - b. An increase in size of not more than fifty percent; and/or
 - c. A reduction in the required setbacks.
2. Variances may not be granted to allow signs to meet the same standards as legal nonconforming signs in the same vicinity or use classification, and/or which may be competing for the same business patrons.

(Ord. 672 § 5)

§ 17.39.100 Appeals.

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

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

1. The person making the appeal, and their place of residence; and
2. The location of the proposed sign(s); and
3. The specific items of appeal and all supporting documentation; and

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4. The basis for the appeal, and any information substantiating that basis (for example, failure to comply with the city's general plan or with state or local laws, or reasons why the action would adversely affect surrounding property, the neighborhood or the city); and

5. The relief of action sought.

C. Appeal Process.

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

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

a. The person making the appeal;

b. The specific items of appeal and all supporting documentation;

c. The basis for such appeal and information substantiating the basis for appeal (e.g., failure to comply with the city's general plan, state or local laws or stating reasons why the action of the planning director or the planning commission would adversely affect surrounding property, the neighborhood, and/or the city);

d. The relief of action sought.

3. Where and How to Appeal.

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

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

c. If the appropriate reviewing authority causes the matter to be set for a public hearing, notice of the hearing shall be given by publication in a newspaper of general circulation, printed and published in the city, at least ten days before the hearing. The hearing may be continued from time to time.

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

(Ord. 672 § 5)

§ 17.39.110 Residential zones.

The following signs are permitted in the city's residentially zoned districts (R1, R2, R3, ~~CZ-R1, CZ-R1B, CZ-R2~~):

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

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

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

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

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

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

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

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

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

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

G. Exempt Signs. No permit required.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.120 Residential-professional zones (RP ~~and CZ-RP~~).

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

1. Wall signs;

2. Canopy signs;

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

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

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

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

7. Exempt Signs. No permit required.

B. Allowable Sign Area.

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

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

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

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.130 Limited commercial (C1) ~~and commercial-waterfront (CW)~~ zones.

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

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1. Wall signs;
2. Canopy signs;
3. Marquee signs;
4. Monument or ground signs not to exceed five feet in height;
5. Institutional uses such as churches, schools, libraries, hospitals, community centers and/or public agency buildings such as fire or police stations may have a ground or monument sign. A sign permit is required for these uses;
6. Hanging signs;
7. Projecting signs;
8. Window signs;
9. Sandwich board signs or A-frame signs.
10. Pennant signs.
11. Exempt Signs. No permit required.

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

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

C. Allowable Sign Area.

1. The allowable sign area for nonresidential uses is not to exceed one square foot of sign area for each linear foot of street frontage.
2. For parcels with multiple street frontages the allowable sign area shall be one square foot for each linear foot of the longest street frontage plus one-half square foot for each additional linear foot of frontage.
3. No sign for any business shall exceed one hundred square feet, nor shall any business be restricted to less than twenty square feet of total sign area.
4. Buildings with over thirty thousand square feet of floor area shall be allowed to have one one-hundred-fifty-square-foot wall sign. Such sign shall be included in the total sign area for the parcel.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

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§ 17.39.140 General commercial (C2), ~~coastal zone general commercial (CZ-C2)~~, highway services (HS), ~~coastal zone highway services (CZ-HS)~~, ~~coastal zone harbor-related (CZ-HR)~~ and commercial-manufacturing (CM) zones.

A. Sign Types Permitted. The following signs are permitted for licensed businesses in the city's general commercial (C2), ~~coastal zone general commercial (CZ-C2)~~, highway services (HS), ~~coastal zone high-way services (CZ-HS)~~, ~~coastal zone harbor-related (CZ-HR)~~ and commercial-manufacturing (CM) zoning districts:

1. Wall signs;
2. Awning or canopy signs;
3. Marquee signs;
4. Monument or ground signs not to exceed ten feet in height;
5. Institutional uses such as churches, schools, libraries, hospitals, community centers and/or public agency buildings such as fire or police stations may have a ground or monument sign. A sign permit is required for these uses;
6. Hanging signs;
7. Projecting signs;
8. Window signs;
9. Changeable ~~copy~~ signs, including digital signs;
10. Pole signs;
11. Banners. One promotional banner per street frontage. The banner must be mounted flat against the building, and must be maintained in a good condition. Tattered or torn banners must be removed;
12. Sandwich board signs or A-frame signs.
13. Pennant signs.
14. Off-site advertising signs are allowed in the C-2 zone only.
15. Exempt Signs. No permit required.

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

C. Allowable Sign Area.

1. The allowable sign area for businesses in the general commercial (C2), ~~coastal zone~~

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~~general commercial (CZ-C2)~~, highway services (HS), ~~coastal zone highway services (CZ-HS)~~, ~~coastal zone harbor-related (CZ-HR)~~ and commercial-manufacturing (CM) districts is not to exceed one and one-half square feet of sign area for each linear foot of street frontage.

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

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.150 Illumination.

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

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

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

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

C. Illuminated signs are prohibited except in commercial districts.

D. Illuminated signs shall not be lighted at night unless the service or product is available at that time.

(Ord. 672 § 5)

§ 17.39.160 Community promotion signs.

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

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

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

(Ord. 672 § 5)

§ 17.39.170 Exempt signs.

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

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

B. Public Signs. Signs of a public, non-commercial nature which are placed by a duly recognized governmental agency, including, but not limited to directional signs, safety signs, handicapped parking signs and signs identifying places of scenic or historical interest;

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

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

E. Construction Signs. Signs identifying the names of the architects, engineers, contractors or other involved professionals of a building, development or subdivision under construction, alteration, repair or formation. The signs may also identify the character of the enterprise or the purpose for which the building or development is intended. Such signs may be placed on the property or attached to the outside of the

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building or on-site construction office only during the period of time when the project is actively under construction. Such signs may not exceed thirty-two square feet in any commercial zone, or nine square feet in any residential zone, except as required by any governmental entity. The sign(s) must be removed before a certificate of occupancy will be issued;

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

G. Political Campaign Signs.

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

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

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

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

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

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

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to persons using the public road or right-of-way,

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

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

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

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

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

1. Customer parking only,

2. Tenant parking only, or

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

J. Window signs;

K. Awning or canopy signs;

L. Corporate flags and governmental flags;

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

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

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

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

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

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

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.180 Historical signs.

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

- A. The sign has historical significance for the community.
- B. The sign does not create a traffic hazard.
- C. The sign does not create a visual nuisance to the character of the community.
- D. The sign is properly maintained and structurally sound, or can be made so as part of an historical designation or preservation process.
- E. The sign does not adversely affect adjacent properties.

(Ord. 672 § 5)

§ 17.39.190 Enforcement.

A. Administration.

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

2. The community development director, public works director, building official, code

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enforcement officer, or other person authorized by the city manager, shall be authorized to enforce provisions of this chapter and to issue citations and make arrests pursuant to state and city codes.

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

i. Interpretations of this chapter; and

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

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

i. Inspections of signs and installation of signs;

ii. Inspections of purported violations of this chapter;

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

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

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

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

D. Procedure.

1. The city manager, community development director, building official, city attorney or their designee may serve notice requiring the removal of any structure or use in

*PROPOSED ZONING ORDINANCE AMENDMENT
Zoning Ordinance Amendment – Application ZOA25-01*

violation of this chapter on the owner or the owner's authorized agent, on a tenant or on an architect, builder, contractor or other person who commits or participates in any violation.

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

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

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

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

H. Nature of Removal.

1. A sign subject to removal shall be removed in a safe manner.

2. Any accessory structures or foundations or mounting materials that are unsightly or a danger to the safety and welfare of the citizens shall be removed along with the sign.

I. Removal—Assessment of Costs. The costs involved in the removal of signs by the

*PROPOSED ZONING ORDINANCE AMENDMENT
Zoning Ordinance Amendment – Application ZOA25-01*

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

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

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

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

PROPOSED ZONING ORDINANCE AMENDMENT
Zoning Ordinance Amendment – Application ZOA25-01

rehabilitation, demolition or removal.

(Ord. 672 § 5)

§ 17.39.200 Matrix of regulations.

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

PROPOSED ZONING ORDINANCE AMENDMENT
Zoning Ordinance Amendment – Application ZOA25-01

SIZE REGULATIONS	Single - Family Res. Zones (R1, R1B, CZ-R1, CZ-R1B)	Multiple -Family Res. Zones (R2, CZ-R2, R3)	Apts . of 4 or more units (R3)	Residential- Professional Zones (RP and CZ-RP)	Limited Com. and Com. Wat. (C1, CZ-C1, CW, CZ-CW)	General Com. and Hwy. Services (C2, CZ-C2, HS, CZ-HS)	Commercial Manufacturing (CM)	Coastal-Zone-Harbor - Related (CZ-HR)	Bed and Breakfast Establishments
each linear ft. of frontage									
Projecting sign extending not more than 36 inches from building					X	X	X	X	
One sign not to exceed 20 sq. ft. in area									X
Maximum sign area 100 sq. ft. per face					X				
Maximum sign area 150 sq. ft. per face						X			
Construction signs not to exceed 32 sq. ft. in area					X	X	X	X	
Construction signs not to exceed 9 sq. ft. in area	X	X	X	X					X
Real estate signs not to exceed 9 sq. ft. in area and 3 ½ ft. in height	X	X	X	X	X	X	X	X	X
HEIGHT REGULATIONS :									
30 foot maximum to top of pole sign						X	X	X	
14 ft. minimum						X	X	X	

PROPOSED ZONING ORDINANCE AMENDMENT
Zoning Ordinance Amendment – Application ZOA25-01

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

PROPOSED ZONING ORDINANCE AMENDMENT
Zoning Ordinance Amendment – Application ZOA25-01

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

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



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: MARTHA D. RICE, CITY ATTORNEY

DATE: JANUARY 20, 2026

SUBJECT: AMENDMENT NO. 1 TO PLHA / PIP LOAN AGREEMENT – PROJECT DESCRIPTION

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve and authorize the City Manager to sign Amendment No. 1 to the PLHA / PIP Loan Agreement between the City of Crescent City and Community System Solutions

BACKGROUND

In September 2017, the California Legislature approved Senate Bill 2 (SB 2), known as the Building Homes and Jobs Act (Act), which established a \$75 recording fee on real estate documents that would go into a fund to be used to increase the supply of affordable housing. The Act establishes the Permanent Local Housing Allocation (PLHA) program administered by the California Department of Housing and Community Development (HCD). The PLHA provides a permanent source of funding to cities and counties to help meet the unmet need for affordable housing and increase the supply of affordable housing units. On February 20, 2024, council directed staff to submit an application for funding and on July 1, 2024, the City was awarded \$344,198 in PLHA funding. There is another \$56,111 expected to be available once the 2023 allocation is released.

With the 2019-2020 Budget Act, HCD was also able to provide a spectrum of support, incentives, and accountability measures to meet California's housing goals, including the establishment of the Prohousing Designation Program. The Prohousing Designation Program provides incentives to cities and counties in the form of additional points or other preference in the scoring of competitive housing, community development, and infrastructure programs.

On March 1, 2024, the City received its designation as a Prohousing Jurisdiction from HCD. HCD offers a Prohousing Incentive Program (PIP), which rewards local governments who have been awarded a Prohousing Designation with additional funding to accelerate affordable housing production and preservation through a competitive application process. On July 8, 2024, the City was awarded \$650,000 in PIP funding.

City staff combined both grants, and pending application for the 2023 allocation, to make a total amount of up to \$1,050,309 in HCD funding available to a housing developer for the creation of a minimum of 4 units of affordable housing. Funds can be used for the predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, or rental housing that is affordable to very low-, low-, or moderate-income households and general administration.

On October 2, 2025, City staff an RFP for this project and received a total of four proposals. The proposals received for the PLHA/PIP Affordable Housing Project were all very promising projects and would have met the requirements of the grant, yet there was the Redwood Downtown projected presented by Community System Solutions stood out with significantly more potential for community impact than the others. The project was described to create 27 low- to moderate-income high-quality apartments on the lot where the former Daly's building is located on Third and J Streets. It will also include street-level retail space. City staff saw this project as a perfect complement to the City's downtown revitalization goals, with the potential not only to provide more housing stock, but also to help generate more foot traffic for the downtown business district. The project will be a mixed-use, infill housing development, which also aligns with the goals of the City's Housing Element.

The City's adopted PLHA Plan for 2020-2023 funding allocations has established that allocated funds will be provided to eligible affordable housing developers in the form of a ten-year deferred loan at 0% interest. Loans will be evidenced through a Promissory Note secured by a Deed of Trust, and a regulatory agreement restricting occupancy and rents for a term of 55 years. At the request of the applicant, the loan may be made forgivable at the end of the 10 years if the affordable housing requirements have been met.

On December 1, 2025, the City Council approved the PLHA / PIP Loan Agreement with Community System Solutions in the amount of \$1,032,371.43 for the Redwood Downtown housing project. This is the total award amount, plus the pending PLHA application, minus the general admin budget set aside for City staff to administer this grant and oversee the project.

ANALYSIS

The developer, Community System Solutions, has submitted a revised building plan which alters the total number of units and unit mix for the project. The PLHA / PIP Loan Agreement includes a general project description and states that any changes to the general description must be approved by the City. Such approval must not be unreasonably withheld.

The changes are summarized as follows:

	Original Project Description	Amended Project Description
Studio	0	6
One Bedroom	7	14
Two Bedroom	14	19
Three Bedroom	6	0
Total Units	27	39

AFFORDABLE HOUSING

The project will remain an affordable housing development with 33 units designated for low-income households and 6 units designated for moderate income households. Household income designations are created in reference to the area median income (AMI). The Del Norte County AMI is \$93,900 for a 4-person household (as determined by HCD). This number is then adjusted based upon how many people are in the household. Low-income households are defined as households earning less than 80% of the annual AMI. Moderate-income households are defined as households earning less than 120% of the annual AMI.

		Maximum Allowable Annual Income by Household Size			
Income Level	% AMI	1 person	2 persons	3 persons	4 persons
Low-Income	<80%	\$52,600	\$60,100	\$67,600	\$75,100
Moderate-Income	<120%	\$78,900	\$90,150	\$101,450	\$112,700

The State also sets “affordability” guidelines. Rent is based upon the household’s annual income so that it is affordable for the tenant. Typically, rent can be no more than 30% of the household annual income (divided by 12). For perspective, the maximum rent for a low-income household would be \$1315 for a one-person household up to \$1877 for a four-person household. The maximum rent for a moderate-income household would be \$1972 for a one-person household and \$2817 for a four-person household.

FISCAL ANALYSIS

This amendment to the project description will not impact on the City’s budget or the PLHA / PIP grant funds to be provided to support the project.

STRATEGIC PLAN ANALYSIS

This action is consistent with the following 2016 Strategic Plan Goals:

- Goal 1: Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors.

- Encouraging and supporting community participation in the implementation of the Beachfront Park Master Plan through avenues such as Beachfront Park Fund.
- Target economic development improvements that provide additional benefit by enhancing the quality of life for residents.
- Examine methods to maintain, enhance, and expand park and recreation facilities
- Goal 2: Promote a thriving local economy.
 - Evaluate and optimize additional revenue sources.
 - Support community services that provide measurable services to the community.
 - Research and implement methods to increase local tourism and funding for tourism promotion.
 - Expand on the success of grant funding by maximizing utilization of opportunities with corresponding community needs.

ATTACHMENTS

1. Amendment No. 1 to the PLHA / PIP Loan Agreement between the City of Crescent City and Community System Solutions
2. Revised Redwood Downtown Project Building Plan by CSS

AMENDMENT NO. 1

PLHA / PIP LOAN AGREEMENT BY AND BETWEEN THE CITY OF CRESCENT CITY AND COMMUNITY SYSTEM SOLUTIONS

This Amendment No. 1 to the PLHA / PIP Loan Agreement by and between the City of Crescent City (“CITY”) and Community System Solutions (“CSS”) executed December 2, 2025 (“Amendment”) is entered into for the purpose of amending the Project Description.

WHEREAS, CITY and CSS entered into an agreement whereby CITY agreed to loan CSS State Permanent Local Housing Allocation (PLHA) and Prohousing Incentive Program (PIP) grant funds for the development of an affordable housing project following a competitive call for proposals; and

WHEREAS, the PLHA / PIP Loan Agreement included a general project description and requires that any changes to the general description be approved by CITY; and

WHEREAS, CSS has refined its development plan and now proposed to increase the number of housing units and change some of the unit sizes; and

WHEREAS, the PLHA / PIP Loan Agreement states that CITY shall not unreasonably withhold its approval of any changes to the project description.

NOW, THEREFORE, the parties agree as follows:

1.0 Amendment to Project Description. The parties hereto agree to amend the Project Description in the Agreement as follows (~~strikethrough~~ indicates a deletion and **bold underline** indicates an addition):

4.1 Project Description. DEVELOPER warrants and represents that it intends to build a mixed use, infill housing development at 964 Third Street, Crescent City, California (the “Project”), which will create ~~27~~ **39** residential units and street-level retail and office space. ~~Twenty-seven~~ **All 39** of these apartments will be affordable units for low-to moderate-income households. The affordable unit mix includes **studio, one-, and two- and three-bedroom** apartments affordable to households earning 50-120% AMI. Apartments will feature ~~balconies~~, energy-efficient appliances, ~~and~~ durable materials designed for long-term affordability and comfort, **and some apartments will have balconies**. The Project aims to revitalize one parcel consisting of .51 acres [APN 118-120-025-000] within the C- 1 zoning district. Any changes to the project as described in this project description must be approved by the CITY. Such approval shall not be unreasonably withheld.

2.0 Loan Documentation. Approval of this amendment to the project description also constitutes approval of any changes in the loan documentation (exhibits to the PLHA / PIP Loan Agreement) necessary to reflect and effectuate this approved change.

3.0 Other Terms and Conditions. All other terms and conditions of the PLHA / PIP Loan Agreement remain valid and enforceable and are unaffected by this Amendment No. 1.

4.0 Electronic Signatures. This Amendment No. 1 may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Counterparts may be delivered via facsimile, electronic mail (including pdf or any electronic signature complying with California's Uniform Electronic Transactions Act, Cal Civ. Code 1633.1, et seq.) or other transmission methods, and any counterpart so delivered shall be deemed to have been duly delivered and valid and effective for all purposes.

IN WITNESS WHEREOF, the parties hereby have caused this Amendment No. 1 to be executed this _____ day of January 2026.

CITY OF CRESCENT CITY

By: Eric Wier, City Manager

APPROVED AS TO FORM:

Martha D. Rice, City Attorney

COMMUNITY SYSTEM SOLUTIONS

By: Michael Bahr, CEO

PLACE IMAGE HERE (CTRL + D) OR DRAG AND DROP
(CTRL + SHIFT AND CLICK ITEMS TO MAKE IT LIVE ON PAGE AFTER MASTER IS APPLIED)

CSS VISION

YIELD STUDY

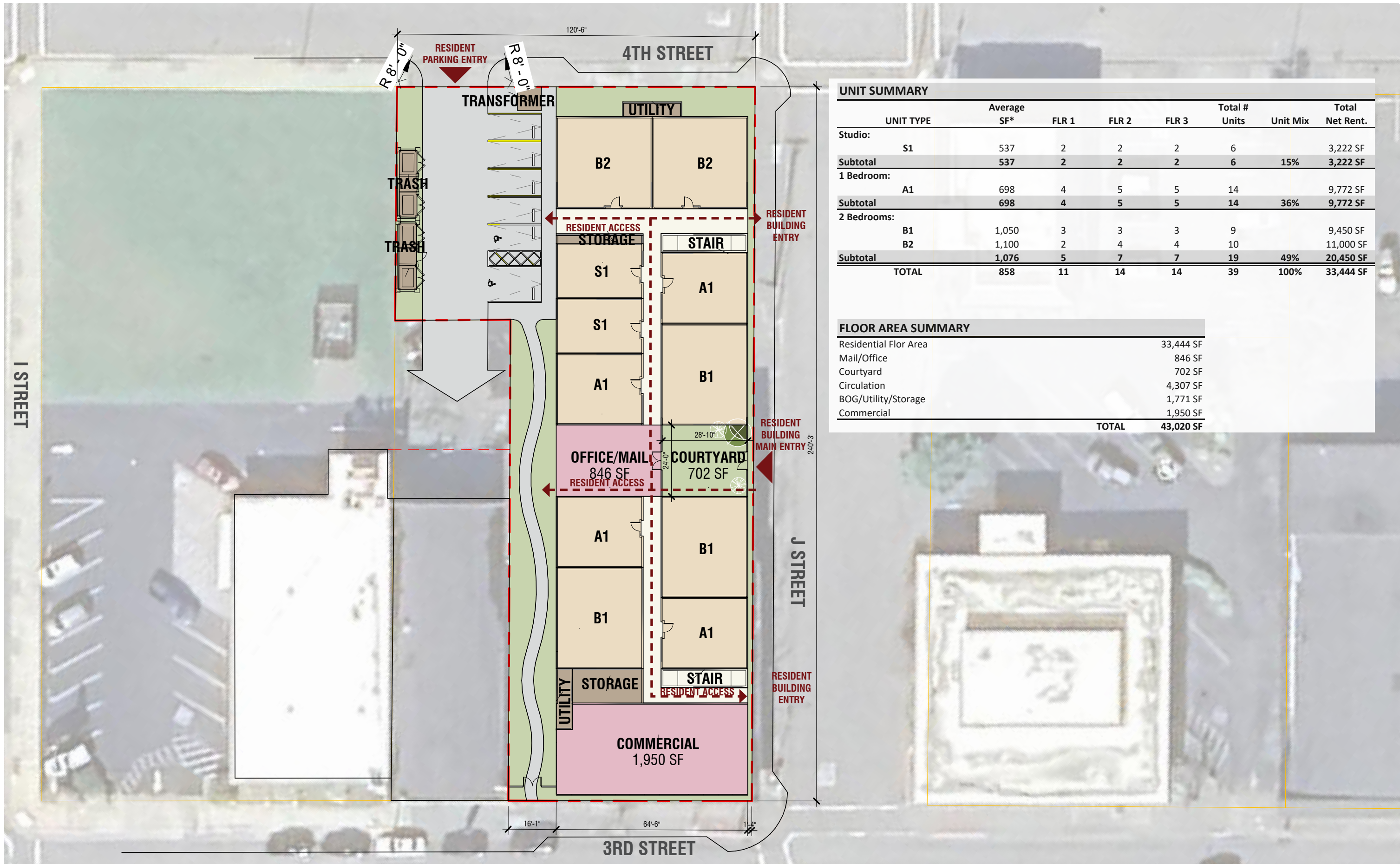
DECEMBER 22, 2025



**THIS DESIGN IS CONCEPTUAL IN NATURE. THE INFORMATION AND NUMBERS PROVIDED ARE SUBJECT TO CHANGE, PENDING VERIFICATION BY CLIENT AND AUTHORITIES HAVING JURISDICTION.*

SITE STUDY

ALT 1



UNIT SUMMARY							
UNIT TYPE	Average SF*	FLR 1	FLR 2	FLR 3	Total # Units	Unit Mix	Total Net Rent.
Studio:							
S1	537	2	2	2	6		3,222 SF
Subtotal	537	2	2	2	6	15%	3,222 SF
1 Bedroom:							
A1	698	4	5	5	14		9,772 SF
Subtotal	698	4	5	5	14	36%	9,772 SF
2 Bedrooms:							
B1	1,050	3	3	3	9		9,450 SF
B2	1,100	2	4	4	10		11,000 SF
Subtotal	1,076	5	7	7	19	49%	20,450 SF
TOTAL	858	11	14	14	39	100%	33,444 SF

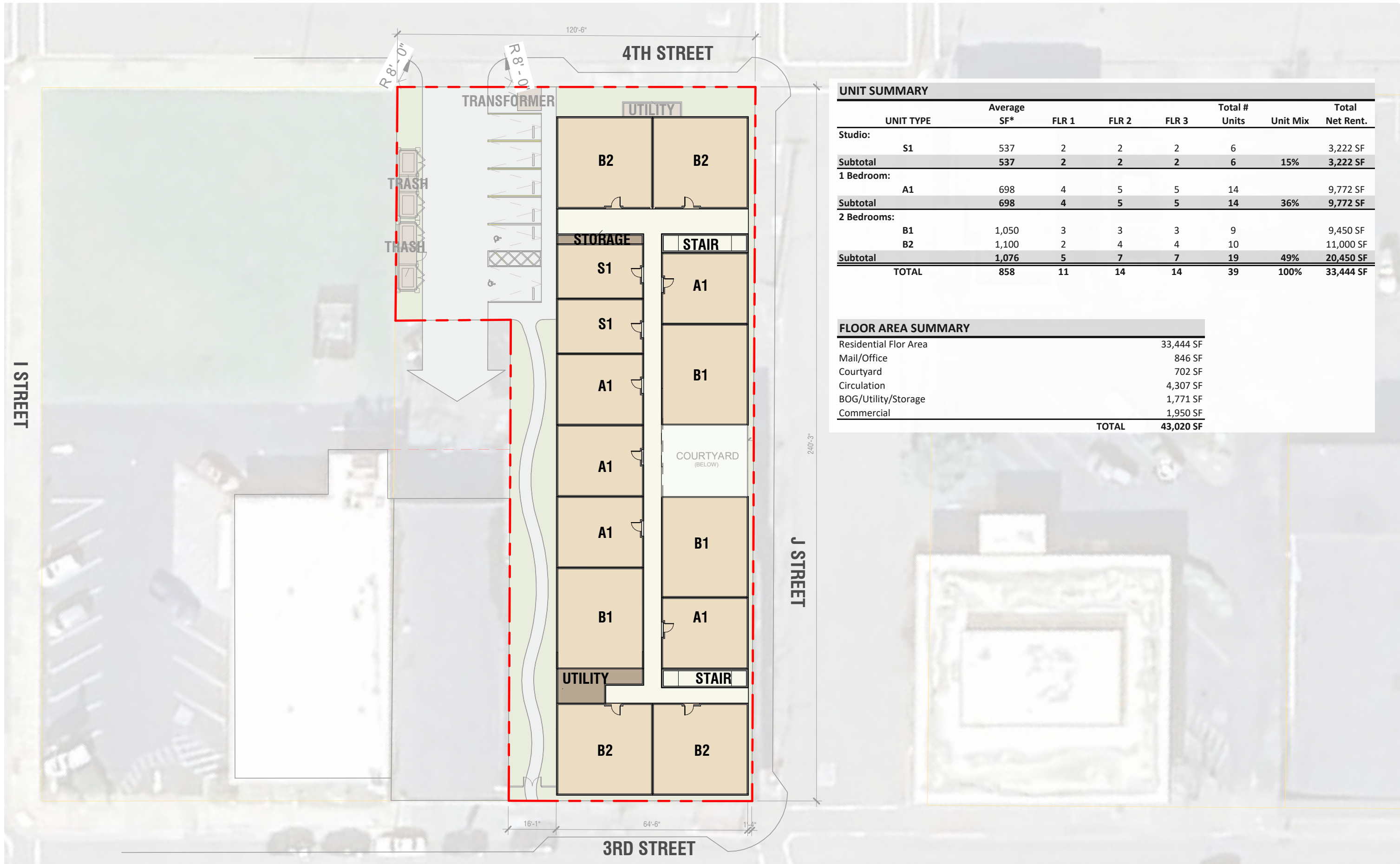
FLOOR AREA SUMMARY	
Residential Flor Area	33,444 SF
Mail/Office	846 SF
Courtyard	702 SF
Circulation	4,307 SF
BOG/Utility/Storage	1,771 SF
Commercial	1,950 SF
TOTAL	43,020 SF



CSS VISION
CRESCENT CTY, CA
TCA # 2025-186

SITE STUDY
DECEMBER 22, 2025

BUILDING PLAN
GROUND FLOOR



UNIT SUMMARY							
UNIT TYPE	Average SF*	FLR 1	FLR 2	FLR 3	Total # Units	Unit Mix	Total Net Rent.
Studio:							
S1	537	2	2	2	6		3,222 SF
Subtotal	537	2	2	2	6	15%	3,222 SF
1 Bedroom:							
A1	698	4	5	5	14		9,772 SF
Subtotal	698	4	5	5	14	36%	9,772 SF
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B1	1,050	3	3	3	9		9,450 SF
B2	1,100	2	4	4	10		11,000 SF
Subtotal	1,076	5	7	7	19	49%	20,450 SF
TOTAL	858	11	14	14	39	100%	33,444 SF

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Residential Flor Area	33,444 SF
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BOG/Utility/Storage	1,771 SF
Commercial	1,950 SF
TOTAL	43,020 SF

CITY COUNCIL AGENDA REPORT



TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: RICHARD GRIFFIN, POLICE CHIEF
MARTHA D. RICE, CITY ATTORNEY**

DATE: JANUARY 20, 2026

SUBJECT: ILLEGAL FIREWORKS ENFORCEMENT

RECOMMENDATION

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further Council discussion
- Appoint two council members to an ad hoc committee to work with staff and other local agencies to discuss enforcement and community outreach regarding the use of illegal fireworks
- Take action as necessary and appropriate

BACKGROUND

In anticipation of the 2025 Fourth of July holiday, the City, County, Harbor, CHP, Caltrans and State Parks worked together to come up with an education and enforcement campaign aimed at curbing the use of illegal, dangerous fireworks.

In a joint effort, these local agencies took the following actions to help ensure a fun and safe holiday:

Education of the public:

- Road signs on highways
- Signs at local retailers and hotels
- Radio spots on KCRE/KPOD/KURY radio stations
- Out of the area Bicoastal Media in-kind radio campaigns (Humboldt, Curry, Coos, Jackson, and Josephine Counties)
- Social Media -local and regional postings via CHP and Caltrans

The educational campaign was supported by the City of Crescent City, Del Norte County, CHP, DNSO, CCPD, Caltrans, Elk Valley Rancheria, Del Norte Ambulance, Crescent City Harbor District, and Crescent City Fire & Rescue.

Enforcement support:

- Enforcement of “no camping” along South Beach
- Increased law enforcement personnel
- Dedicated phone number for fireworks reporting
- Coordination with CalFire on the confiscation, storage and destruction of illegal fireworks
- DNSO advertised and accepted voluntarily surrendered illegal fireworks prior to the holiday

ANALYSIS

The goal of the committee this year will be to determine what approach should be taken in advance of the 2026 Fourth of July holiday. We assume that it will be a very similar approach to last year since the campaign was extremely successful.

FISCAL ANALYSIS

There is no fiscal impact to participating in the committee.

STRATEGIC PLAN ASSESSMENT

GOAL 1: SUPPORT QUALITY SERVICES, COMMUNITY SAFETY, AND HEALTH TO ENHANCE THE QUALITY OF LIFE AND EXPERIENCE OF OUR RESIDENTS AND VISITORS

- A. Enhance collaboration with other agencies and the community to better aid the public.
- B. Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States.
- C. Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs.

ATTACHMENTS

1. None



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: BRIDGET LACEY, GRANTS AND ECONOMIC DEVELOPMENT MANAGER

DATE: JANUARY 20, 2026

**SUBJECT: GRANT APPLICATION FOR THE SISTER CITIES INTERNATIONAL U.S.-
JAPAN GLOBAL IMPACT GRANT**

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council Discussion
- Authorize staff to submit an application for the Sister Cities International U.S.-Japan Global Impact Grant.

BACKGROUND

Sister Cities International (SCI) is the world's oldest and largest volunteer network focused on citizen diplomacy. Founded in 1956 by President Dwight D. Eisenhower, it fosters global partnerships between U.S. cities, counties, and states with communities worldwide. SCI's mission is to promote peace and mutual understanding through cultural, educational, and economic exchanges. It serves as the national membership organization for individual sister city programs in the United States. This network unites tens of thousands of citizen diplomats and volunteers in 400+ member communities with over 1,800 partnerships in more than 140 countries worldwide

On September 16, 2025, Sister Cities International (SCI), in partnership with the U.S.-Japan Foundation, launched the U.S.-Japan Global Impact Grant program, a competitive grant program which allows for U.S. and Japanese partner communities to discuss approaches and solutions to key topics of mutual interest together. The goal of this program is for these city-to-city connections to use their relationship as a vehicle for global communities to unite for the greater good by either expanding existing programs or designing new initiatives within a sister city partnership that will act as a catalyst for long-term social impact. An example of some of the shared global issues that these partnerships may attempt to address include climate change, depopulation, aging, immigration and refugees, local nonprofit impact, clean energy, zero-waste communities, etc. Projects awarded under this grant should also create a blueprint for further action that can be replicated in other communities.

Grant applicants must be dues-paying U.S. members of SCI with current Friendship Cities or Sister Cities with Japan. Two or more grants of up to \$25,000 may be awarded to eligible applicants.

ITEM ANALYSIS

The City's sister city relationship with Rikuzentakata, Japan was established in 2013 after a Japanese boat named Kamome washed ashore in Crescent City, a result of the 2011 tsunami in Rikuzentakata which killed approximately 10% of their population. Over the past 13 years our two cities have developed a strong bond which is deeply rooted in our commonality for tsunamis.

Since the inception of the sister city agreement, both communities have had several meetings and visits to discuss emergency preparedness among other shared initiatives. The work that our sister city has done to promote global efforts in tsunami risk reduction, early warning, and preparedness, in addition to their unique perspective on the recovery efforts, has been very impactful in shaping the City's disaster preparedness goals.

The City has made an effort to impart some of the lessons learned from our sister city within our own community by providing all 3rd and 5th grade students from the Del Norte Unified School District the opportunity to learn about emergency preparedness at the annual Kamome Festival, but there is more work that can be done to ensure that we are making the most of our direct access to this knowledge. City staff see the SCI grant as a well aligned opportunity to expand on this work by sharing the valuable lessons learned from Rikuzentakata about the importance of tsunami preparedness and their innovative strategies for coastal resilience with other coastal communities from California, Oregon, and Washington with a 2-Day Tsunami Preparedness Summit hosted by the City of Crescent City and the Kamome Foundation.

The City has engaged with representatives from the County and CalOES, as well as Rikuzentakata, to help establish a panel of experts to join the summit. All entities are in full support of the project and plan to contribute wherever necessary.

If awarded, SCI grant funds will primarily cover the cost of travel for a delegation of tsunami experts from Rikuzentakata to join our local experts in the field and share their knowledge. Other potential costs include travel expenses for local experts, advertising, and supplies for the toolkits. Together, our sister cities will build a toolkit which can be shared with agencies on both sides of the ocean to help ensure that no lives are lost in future tsunami disasters.

At this time, City staff proposes submitting an application for \$25,000 in grant funding to host a 2-Day Tsunami Preparedness Summit in late October 2026 in recognition of World Tsunami Awareness Day on November 5, 2026. The grant timeline is as follows:

GRANT APPLICATION TIMELINE

- | | |
|---|-------------------------|
| • Application due | January 31, 2026 |
| • Start date | March 1, 2026 |
| • Project completion | October 30, 2026 |
| • Presentation of findings and impact reports | Fall 2026 |

FISCAL ANALYSIS

There is no match requirement for this grant and funds will be advanced rather than reimbursed, so there will not be a financial impact to the City.

STRATEGIC PLAN ASSESSMENT

This action is consistent with the following 2016 Strategic Plan Goals:

Goal 1: Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors.

Goal 2: Promote a thriving local economy.

ATTACHMENTS

None.



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: DAVID YEAGER, PUBLIC WORKS DIRECTOR
ANDREW LEIGHTON, ENGINEERING PROJECT MANAGER**

DATE: JANUARY 20, 2026

SUBJECT: MEASURE S STREET IMPROVEMENTS FALL 2025 PROJECT NOTICE OF COMPLETION

RECOMMENDATION

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further Council discussion
- Authorize the City Manager to sign and file a Notice of Completion for the Crescent City Measure S Street Improvements Fall 2025 Project (Contract #2025-1074.1)

BACKGROUND

On November 3, 2020, the voters of the City approved Measure S, authorizing the imposition of a local 1% transactions and use (sales) tax within the City. The Ordinance was formally adopted by the City Council on December 7, 2020. The collection of the tax began on April 1, 2021. Measure S is intended to fund essential General Fund services including Fire, Police, Streets, and the operation of Fred Endert Pool.

The Measure S Oversight Committee meets several times each year to discuss the use of these funds and makes recommendations to the City Council. The Committee met April 8th and April 17, 2025 to review the status of Measure S funds and develop a recommendation for FY 2025-26 expenditures. The final result of those meetings was the adoption of Resolution No. MS2025-02 recommending priorities to be funded with Measure S in FY 25-26. It was recommended that the City fund two projects in Fiscal Year 2025-2026 with each project being in value of approximately \$600,000 utilizing Measure S funds for street preservation. At the June 16, 2025 City Council meeting, the Fiscal Year 2025-26 Budget was adopted including the recommendations made by the Measure S Oversight Committee.

The Measure S Street Repair Project Fall FY25-26 was put out to bid on August 19, 2025. Bids were opened and read aloud publicly on September 23, 2025 at 2:00pm at 377 J Street. ST Rhoades Construction Inc. was the lowest responsive bidder.

On October 6, 2025, the City Council approved and authorized the City Manager to sign a construction contract with ST Rhoades Construction, Inc. for the rehabilitation of various streets in the amount of \$349,801. Due to available and approved Measure S budget, Contract Change Order #1 (CCO1) was also approved at the same meeting for an additional \$152,415 of work. The construction contract and CCO1 were fully executed on October 8, 2025.

Construction including the milling and inlay of replacement asphalt broke ground on December 1, 2025 and concluded 3 days later. Replacement striping was placed on December 10th and 11th. All construction work was completed on December 11, 2025.

On January 6, 2026, the City Manager executed Contract Change Order 2 (CCO2) for an additional \$7,825.83 which modified the contract to reflect as-built conditions.

ITEM ANALYSIS

The base bid project included a designed repair area of 56,620 square feet and placement of 1,320 tons of asphalt concrete. It also included mobilization, traffic control, road striping and crosswalks, including striping in poor shape adjacent to the paving repairs, as well as resetting the affected manhole covers and valve boxes.

Base Bid

Location	Description	Asphalt (SF)
7 th Street H to I	Mill & Inlay	2,880
7 th Street K to L	Mill & Inlay	8,640
8 th Street A to D	Mill & Inlay	20,800
8 th Street D to E (west)	Mill & Inlay	3,640
C Street 9 th to 10 th	Mill & Inlay	8,640
D Street 9 th to 10 th	Mill & Inlay	3,380
E Street 4 th to 5 th	Mill & Inlay	8,640

Contract Change Order #1, which was also executed on October 6, 2025, included an additional repair area of 24,000 square feet and placement of 490 tons of asphalt concrete. It also included the proportional increase in mobilization, traffic control, road striping and crosswalks, as well as resetting the effected manhole covers and valve boxes.

CCO1

Location	Description	Asphalt (SF)
8th & F Intersection	Mill & Inlay	2,122
8th D to E West Half Widen	Mill & Inlay	2,674
8th D to E East Half	Mill & Inlay	3,668
8th F to G East End	Mill & Inlay	3,056
8th G to H	Mill & Inlay	9,169
8th H to I	Mill & Inlay	3,311

Contract Change Order #2 was executed on January 6, 2026, which included an additional repair area of 10,890 square feet, and a deductive placement of 11 tons of asphalt concrete. It also included various other as-built bid item corrections both additive and deductive to conclude the contract.

CCO2

Address	Description	Asphalt (SF)
7th Street H to I (deduct)	Mill & Inlay	(-108)
7th Street K to L (deduct)	Mill & Inlay	(-1,279)
8th Street A to D	Mill & Inlay	5,274
C Street 9th to 10 th (deduct)	Mill & Inlay	(-1,008)
D Street 9th to 10th NB	Mill & Inlay	1,924
E Street 4th to 5th	Mill & Inlay	446
8th & F Intersection	Mill & Inlay	470
8th D to E East Half (deduct)	Mill & Inlay	(-2,942)
8th H to I	Mill & Inlay	7,354
I Street 6 th to 7 th	Mill & Inlay	760

ST Rhoades Construction, Inc. completed the Measure S Street Improvements Fall 2025 Project on December 11, 2025, within the 100 calendar days allotted. All labor compliance documentation has been submitted and verified.

FISCAL ANALYSIS

Filing a notice of completion does not have a direct fiscal impact. The final 5% retention payment which was withheld from each progress payment and is currently held in a separate City account will be released 30 days after the notice of completion is recorded.

ST Rhoades Construction Inc. completed the project on time and under budget. The table summarizes expenditures for the project.

Measure S Streets & Concrete Improvements FY25 Project Cost

ST Rhoades Construction Inc. Bid Contract	\$349,801.00
Contract Change Order #1	\$152,415.00
Contract Change Order #2	\$7,825.83
Total Anticipated Project Budget	\$510,041.83

Funding for this project came from the already budgeted Measure S street maintenance capital fund. All unspent contingency money from this project will remain Measure S funds to be used on future road project maintenance.

FY26 (Fall 2025) Measure S Maintenance Project Funding

Measure S Street and Concrete Maintenance Funds	\$600,000.00
Total Anticipated Project Funding	\$600,000.00

STRATEGIC PLAN ASSESSMENT

GOAL 1: SUPPORT QUALITY SERVICES, COMMUNITY SAFETY, AND HEALTH TO ENHANCE THE QUALITY OF LIFE AND EXPERIENCE OF OUR RESIDENTS AND VISITORS

- C. Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs.

ATTACHMENTS

1. Draft Notice of Completion

Recording requested by
And after recording, return to:

City of Crescent City
Public Works Department
377 J Street
Crescent City, CA 95531

*Exempt from recording fees per Gov. Code § 27383
Exempt from SB 2 fees per Gov. Code § 27388.1(a)(2)(D)*

**NOTICE OF COMPLETION AND ACCEPTANCE OF PUBLIC WORKS PROJECT
CONTRACT # 2025-1074.1**

NOTICE IS HEREBY GIVEN by the City of Crescent City, that the Contract for the project entitled the **Crescent City Measure S Street Improvements Fall 2025 Project** (Contract # 2025-1074.1) which was let to:

**ST Rhoades Construction, Inc.
PO Box 494520; Redding, CA 96049**

as contractor, was completed on December 11, 2025 and accepted by the City Council of the City of Crescent City on January 20, 2026. The name and address of the owner of the property referred to above is the **City of Crescent City, 377 J Street, Crescent City, CA 95531** and the nature of the interest of the owner in the said property is fee. The work consisted of asphalt mill and inlay replacement to various streets in Crescent City. See "Attachment A" for a detailed listing of repair locations.

The project for public works improvements and the property on which said improvements are located within the city right of way on various city streets in the City of Crescent City, County of Del Norte, State of California.

VERIFICATION

I, the undersigned, declare that I am the City Manager of the City of Crescent City and that I have read the foregoing notice and know the contents thereof and that the same is true to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is true and correct.

Executed at Crescent City, California on this 20th day of January 2026.

By: _____
Eric M. Wier, City Manager

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Del Norte

On _____ before me, _____, Notary Public

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal. [seal]

Signature

Attachment A

All areas in City of Crescent City Right of Way

Address	Description	Asphalt (SF)
7 th Street H to I	Mill & Inlay	2,772
7 th Street K to L	Mill & Inlay	7,361
8 th Street A to D	Mill & Inlay	26,074
8 th Street D to E (west)	Mill & Inlay	698
C Street 9 th to 10 th	Mill & Inlay	7,632
D Street 9 th to 10 th	Mill & Inlay	5,304
E Street 4 th to 5 th	Mill & Inlay	9,086
8th & F Intersection	Mill & Inlay	2,592
8th D to E West Half Widen	Mill & Inlay	2,674
8th D to E East Half	Mill & Inlay	3,668
8th F to G East End	Mill & Inlay	3,056
8th G to H	Mill & Inlay	9,169
8th H to I	Mill & Inlay	7,354
I Street 6 th to 7 th	Mill & Inlay	760