

CITY OF CRESCENT CITY
PLANNING COMMISSION & ARCHITECTURAL REVIEW COMMITTEE

Commission Members: Steve Shamblin, Chairperson * Ray Walp, Vice-Chair
* Kristine DeCossio * Shawna Hyatt



Incorporated April 13, 1854

web: www.crescentcity.org

MINUTES - REGULAR PLANNING COMMISSION MEETING

Thursday, July 10, 2025, at 5:30 P.M.

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

PART I – CALL TO ORDER & ROLL CALL

Chair Shamblin called the meeting to order at 5:31p.m.

Commissioners present: Chairman Steve Shamblin, Vice Chair Ray Walp,
Commissioner Kristine DeCossio, Commissioner Shawna Hyatt

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

PART II - PUBLIC COMMENT PERIOD

There was no public comment.

PART III - APPROVAL OF MINUTES:

Approve minutes from April 10, 2025 and May 15, 2025 Planning Commission meetings
as presented.

There was no public comment.

*On a motion by Vice Chair Walp, seconded by Commissioner Decossio, and carried on
a 4-0 polled vote, the Crescent City Planning Commission and Architectural Review
Committee approved the minutes from April 10, 2025 and May 15, 2025 as presented.*

PART IV - AGENDA ITEMS:

**1. A Public Hearing to consider a Conditional Use Permit (Application UP25-02)
for High Note Winery's proposed sale of alcoholic beverages, located at 851
3rd Street (APN 118-070-001).**

*Ethan Lawton gave a slideshow presentation. He went over required criteria, zoning,
general plan consistency and the sale of alcoholic beverage review process. He said its
CEQA exempt.*

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Usage of the sidewalk out front of the facility was discussed on a commission level.

Applicant Matthew Fenner said he has fallen in love with Crescent City and the opportunity has presented itself to open the establishment. He went over how the facility would operate and be set up. He said he looks forward to hosting local bands to perform at the location. He said he serves their wine currently during the Downtown Divas Friday events.

Vice Chair Walp said he fully supports the wine tasting but does not support the drinking outside. How would the applicant prevent that from happening?

Applicant Matt said it would be the same as the Downtown Divas event, there would be barriers and signs posted with no alcohol beyond this point.

Building Owner Dr. John Kirk spoke about ABC and the process for alcohol and off-site consumption.

The following residents addressed the commission:

Blake Inscore, city resident- listed other similar businesses that were able to operate in city limits in the past.

Applicant Matt stated he will have the boundaries set very clearly where the people can drink wine in front of the store front.

On a motion by Commissioner Decossio, seconded by Vice Chair Walp, and carried on a 3-0 polled vote, with Chair Shamblin abstaining, the Crescent City Planning Commission and Architectural Review Committee Adopt Resolution No. PC2025-06, A Resolution of the Planning Commission of the City of Crescent City approving a Conditional Use Permit (Application UP25-02) granting High Notes Winery's request for the sale of alcoholic beverages.

2. A Public Hearing to consider a Zoning Ordinance Amendment (Application ZOA25-01) to the Signs Regulations Ordinance (Chapter 17.39) to allow digital signs.

Ethan Lawton gave a brief background and presentation. He stated this was a citizen recommended item and not a city presented one. He went over the proposed amendments and options.

Outside advertisement was discussed on a commission level.

Applicant Dr. John Kirk presented the commission with a picture of the sign.

Director Yeager said the sign is currently being used as an advertisement sign with

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advertising for other businesses and birthdays. The issue is that the sign requires a permit through Cal Trans for advertising and it would probably not be allowable there.

Sign brightness was discussed on a commission level.

Applicant Dr John Kirk said he was told the sign was an issue, that's why he applied for the zoning amendment. He said he always thought a digital sign would be great, he said the company that installed the sign was Cirrus, and in retrospect he isn't happy with them. What he is asking is to match what the Fairgrounds did with their sign. He didn't know that a CalTrans permit was needed as the company said they were taking care of the permitting process. Beyond that, he thinks the sign is nice, it's helpful for other businesses.

Nits were discussed on a commission level.

The following residents addressed the commission:

Dan Schmidt, county resident- He thinks we should all be doing what we can to encourage and support local businesses and the tourists it attracts. He thinks the sign is tasteful and doesn't distract drivers. He's not offended by the idea the sign can promote other businesses, it's all positive and pro businesses. He said Dr. Kirk and his wife are wonderful assets to the community.

Roger Gitlin, city resident- He thinks the commission should support this sign, he said the advertising can also be public service announcements. He doesn't see the how sign is configured being a inconvenience to the neighborhood. He hopes the commission will embrace it.

Blake Inscore, city resident- He said the amendment does a simple thing in embracing a reality which will be the future of digital signs. It's not approving the bowling alley sign but it's part of the process of the city moving into a digital age. He thinks amending the zoning is progress.

On a motion by Chair Shamblin, seconded by Vice Chair Walp, and carried on a 4-0 polled vote, the Crescent City Planning Commission and Architectural Review Committee to continue the item to the next scheduled meeting and directed staff to bring back more information regarding Caltrans permitting and brightness examples and issues for consideration.

3.A Public Hearing to consider a Conditional Use Permit (Application UP25-03) for the Lighthouse Cove Lower Cost Accommodations Project located at 900 Sunset Circle, Crescent City, CA 95531 (APN 118-020-031-000).

Ethan Lawton gave a slideshow presentation. He said this is an application from the city and the project is located at the city owned RV park.

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Ethan made two clarifying comments, he said it does mention a renovation of the apartment and restrooms which are exempt to the CDP and CEQA process due to them being existing structures. Secondly, in the application there is a flood map, it is being worked with coastal commission for final placement of the modulars.

Insurance was discussed on a commission level.

The following residents addressed the commission:

Dan Schmidt, county resident- Thinks this is a wonderful idea and it's a great housing choice for someone who doesn't have a motorhome but would like to enjoy that area. People with RV's can invite other people down to stay in the cabins, in a sense larger groups can be there. He said go for it.

On a motion by Commissioner DeCossio, seconded by Vice Chair Walp and carried on a 4-0 polled vote, the Crescent City Planning Commission and Architectural Review Committee : Adopt Resolution No. PC2025-08, A Resolution of the Planning Commission of the City of Crescent City approving a Conditional Use Permit (Application UP25-03) granting the City's request for installing two ADA cabins at the Lighthouse Cove RV Park.

**4.Appoint a Commissioner to the Downtown Specific Plan Steering Committee.
Recommendation: Appoint a Commissioner.**

Chair Shamblin said he was interested in being on the committee.

On a motion by Chair Shamblin, seconded by Vice Chair Walp, and carried on a 4-0 polled vote, the Crescent City Planning Commission and Architectural Review Committee nominated Chair Shamblin to be on the Downtown Specific Plan Steering Committee.

5.A Discussion to consider amendments to the Commercial Cannabis Regulations Ordinance (Chapter 17.95).

City Attorney Martha Rice presented maps to the commission with the current locations that are allowable to open dispensaries. She went over a few options to change the ordinance.

Caps on businesses and distance between businesses were discussed on a commission level.

Direction was to bring back a maximum cap of 8 storefront retail active permits and verbiage to cease cultivation permitting.

The following residents addressed the commission:

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Janel Oberchain, city resident- She said from the point of view of someone that has moved here, she pointed out two zones and if they don't want digital signs then maybe not place the allowable zones in that area.

A Discussion to consider amendments to the Accessory Dwelling Units Ordinance (Chapter 17.35).

Ethan Lawton gave a slideshow presentation and said this is only for review, the discussion portion will take place at the City Council. He went over potential changes.

There was no public comment.

PART V - STAFF UPDATES TO PLANNING COMMISSION

City Manger- He said the Tolowa Coastal Walk its out to bid. Next summer the amphitheater will be out for bid. And the city received a grant for the coastal improvement trails.

Ray Walp asked about poetry and the sidewalks. He has a suggestion, he asked how about using a painting crew to paint some hop scotches around the parks and such in the sidewalks.

Staff said they will look into this further.

Planner Lawton- Wanted to thank Community Development Director Bob Brown for coming out tonight. He said next meeting ADU's, cannabis and fence ordinance will be discussed.

PART VI - ADJOURNMENT:

There being no further business to come before the Commission, Chair Shamblin adjourned the meeting at 8:40 p.m. to the regular meeting of the City of Crescent City Planning Commission and Architectural Review Committee scheduled for Thursday August 14, 2025 at 5:30 p.m.

ATTEST:



Heather Welton

Community Development Specialist