
**PLUMAS COUNTY
ZONING ADMINISTRATOR**

Minutes of the Regular Meeting of August 13, 2025

The Plumas County Zoning Administrator convened in a meeting on August 13, 2025, at 10:01 a.m. in the Permit Center Conference Room, Quincy. Zoning Administrator, Tracey Ferguson, presiding. Senior Planner, Tim Evans, and Marco Velazquez, Associate Planner, are in attendance.

I. PUBLIC COMMENT OPPORTUNITY

No public comment is presented.

II. CERTIFICATE OF COMPLIANCE: COASTHILLS FEDERAL CREDIT UNION (property owner); APN 125-138-008; T.23N/R.13E/S.35 MDM

As continued from June 24, 2025, the request for a Certificate of Compliance for Block 17 of the Portola Heights Subdivision, located at 75129 Highway 70, Portola, is presented.

Tracey Ferguson, Zoning Administrator, states the applicant, CoastHills Credit Union, has withdrawn the application and will not be moving forward.

III. SPECIAL USE PERMIT: CALIFORNIA TRIBAL TANF PARTNERSHIP (applicant) / PLUMAS CORPORATION (property owner); APN 117-420-001; T.24N/R.10E/S.18 MDM

The request to establish a public service facility use and place of assembly use consisting of a public access site for the California Tribal TANF Partnership (CTTP) program to facilitate services for Plumas County Native American families, located at 47 Trilogy Lane, East Quincy, is presented. Marco Velazquez, Associate Planner, gives a presentation as reflected in the staff report. Tracey Ferguson, Zoning Administrator, questions if the applicant has any questions or comments. Robin Eich, representing the applicant, states she has no comments or questions.

The public hearing is opened at 10:13 a.m. There is no public comment provided. The hearing is closed at 10:13 a.m.

Regarding parking requirements, Ferguson states there are eight parking spaces for eight employees, and seven spaces for seating. Seating is based on twenty-five guests, with one parking space required for every four seats or fraction thereof, so 6.25 spaces rounded up to 7. Looking at the other tenants in the building, a total of twenty-five parking spaces is required, making forty required in total. There are sixty-four existing parking spaces on the subject property, so parking requirements are fulfilled. There is discussion regarding conference room seating. Scott Corey, representing Plumas Corporation, comments that their meetings are held in the kitchen, with 10 to 12 people, including staff, attending. Corey also mentions that the Plumas Association of Realtors occupies a 10' x 12' office one day every 3 months. As far as the other tenants are concerned, the Feather River Resource Conservation District and Plumas County Fire Safe Council, meetings are held around a table, not in a conference room, and they are staff-only meetings.

Robin Eich comments that at most four vehicles would be parked at the location during business hours, on average. The maximum number of staff members is eight, and that happens four times per year, when they will have 5 to 6 employee vehicles. In addition, they host two workshops per month, so twice a month there will be 8 to 10 vehicles and there is one company vehicle that is used during the week and would be parked overnight and remain in the lot 24/7.

Ferguson points out a typo in Condition #1 noting that the date the application was submitted should be March 4, 2025.

Regarding Condition #2 (signage), Eich states they have a sticker sign on the window and a sign on the monument sign on the corner of the parcel. Tim Evans, Senior Planner, states a sign permit is needed for the monument sign, but not the sticker sign on the window.

Continuing, Ferguson amends Condition #3 to remove the verbiage "...within twenty-four (24) months of approval of this special use permit." noting that the lease is for five years and may be extended and she does not want to limit the timeframe in which building permits need to be submitted should they want to do tenant improvements during the term of the lease.

Regarding Condition #4, Ferguson questions the applicant if they are comfortable with the scope of the project, and that everything they want to be doing is within the application project description and documentation today. Eich responds that she is comfortable with the scope. Ferguson points out that if anything changes outside of the scope during the term of the lease, it will require an amendment of the Special Use Permit.

DECISION

Zoning Administrator, Tracey Ferguson, finds the project exempt from the California Environmental Quality Act under CEQA Guidelines Section 15061(b)(3), making Findings A and B; and approves the Special Use Permit subject to the conditions of approval outlined in Exhibit 12, with the amendment of Conditions 1 and 3, making findings A through D as follows:

ENVIRONMENTAL FINDINGS

- A) There is no substantial evidence in the whole record supporting a fair argument that the proposed project, as conditioned, might have any significant adverse impact on the environment; and
- B) The custodian and location of the documents which constitute the record of these proceedings is Plumas County Planning and Building Services, 555 Main Street, Quincy, California.

CONDITIONS

1. The special use permit for a "place of assembly" use and "public service facility" use at 47 Trilogy Lane (APN 117-420-001-000) is approved in conformance with the special use permit application submitted on March 4, 2025.
2. Any signage proposed for the public service facility use shall adhere to the applicable requirements of Plumas County Code Sec. 9-2.2607, Signs (I-2), and Plumas County Code Sec. 9-2.416, Signs, and a sign permit shall be obtained from the Planning Department prior to the installation of any business signs.
3. If required for the project, the applicant shall submit all necessary building permits to the Plumas County Building Department.
4. In the future, a change of the project beyond the scope contemplated within the special use permit application shall require an amendment of the special use permit.
5. The violation of any condition of a special use permit shall be a violation of the provisions of this chapter and shall be punishable as set forth in Article 12 of Chapter 2 of Title 9 of the Plumas County Code.
6. The special use permit is to be signed by the applicant/property owner and returned to the Planning Department within forty (40) days of the date of approval or the permit will be voided.

FINDINGS

- A) The project, as conditioned, is environmentally compatible with the surrounding area because the proposed project conforms to applicable State and County codes.

- B) The project is socially compatible with the surrounding area because the conditions are designed to ensure that the project will not create any nuisances or interfere with the surrounding community.
- C) The project is economically compatible with the surrounding area because the use will not interfere with the economic use of properties in the vicinity in conformance with zoning requirements adopted for the promotion of the public health, safety, and general welfare.
- D) The project is consistent with the General Plan and zoning subject to the conditions imposed by the issuance of a special use permit.

IV. TENTATIVE PARCEL MAP: PLUMAS COUNTY SEARCH AND RESCUE (applicant) / PLUMAS CORPORATION (property owner); APN 117-420-001; T.24N/R.10E/S.18 MDM

The proposal to divide a 4.5-acre parcel into two parcels of 3.2 and 1.3 acres for commercial use, located at 418 N. Mill Creek Road, East Quincy, is presented. Marco Velazquez, Associate Planner, gives a presentation as reflected in the staff report. John Kolb, applicant's representative, is present via telephone and Mike Grant, applicant's representative, is present in person. Scott Corey, Plumas Corporation property owner representative, is present in person. There are no questions or comments from the applicant or owner.

The public hearing is opened at 10:44 a.m. There being no comments, the hearing is closed at 10:44 a.m.

Zoning Administrator, Tracey Ferguson, states her biggest questions are about the encroachments and conditions of approval. For clarity, in Condition 1.A.iii. Ferguson adds the word *existing* in front of structures, easements, and utilities and adds *existing trash enclosure improvement* to the list of items to show on the additional information sheet.

Ferguson directs a new condition (now Condition #3) pursuant to State law that the "Applicant shall provide a completed and signed Hazardous Waste and Substances Statement."

Ferguson states Condition #3 (now Condition #4) is based on the Engineering Department's comments about needing an additional information sheet to include supplemental information. There is discussion regarding the wording not matching the note on recorded Parcel Map 9PM127. The note on the map mentions an additional information sheet on file with the County Recorder in book 496 of Official Records at page 635 and 636, and page 636 is really the material page to the map because it shows proposed Parcel 1 and Parcel 2 as represented by 'Parcel 1' and page 636 has four notes and these notes are important.

Evan Hasse from the Engineering Department comments that the purpose of Condition #3 was to state that Parcel Map 9PM127 is relevant and the notes on page 636 would not be removed by further subdividing any of the parcels created by 9PM127 and that the applicant and any future owners of those parcels should be aware that the notes in book 496 of Official Records at page 636 apply.

Hasse suggests wording Condition #3 (now Condition #4) as follows, "Supplemental information described on 9PM127 on file with the County Recorder in book 496 of Official Records at page 635 and 636 apply to the subdivision proposed by this tentative map."

Regarding Conditions #4 and #5 and the need for easements for the existing trash enclosure improvement and portion of the driveway serving Parcel 1, Kolb explains that the proposed property line was based on an aerial photo, which was not exactly ground-truthed and isn't exact. The proposed property boundary between Parcel 1 and Parcel 2 was meant to have the existing trash enclosure and driveway entirely on Parcel 1 and instead the existing trash enclosure and driveway is slightly encroaching on proposed Parcel 2. Kolb clarifies that Parcel 2 won't use the trash enclosure or driveway, but Parcel 1 technically needs easements to have access to the trash area and driveway.

Ferguson proposes combining Conditions #4 and #5 into one condition, either requiring the recordation of easements for the existing trash enclosure and the portion of the driveway or adjusting the new property boundary between Parcel 1 and Parcel 2 to reconcile the encroachments, prior to recordation of the final map.

Ferguson amends Project Action, Finding F, to clarify that ingress and egress for Parcel 1 would be provided by North Mill Creek Road and Trilogy Lane and for Parcel 2 ingress and egress would only be provided by Trilogy Lane.

Ferguson questions if it is Search and Rescue's intention to invite the public onto the proposed Parcel 2. Mike Grant responds they do not. Ferguson notes that it's a "public service facility" because they are providing a service to the public and they are a non-profit, but they are not providing the public service on the physical parcel, per se.

DECISION

Zoning Administrator, Tracey Ferguson, finds the project exempt from the California Environmental Quality Act under CEQA Guidelines Section 15061(b)(3) making Findings A and B, and approves the Tentative Parcel Map (TPM 1-24/25-02) subject to the conditions of approval outlined in Exhibit 14, as amended, making Findings A through F, as amended, as follows:

ENVIRONMENTAL FINDINGS

- A) That it can be seen with certainty, based upon review of the initial environmental assessment, that there is no possibility that the project may have a significant impact on the environment. An Initial Study checklist was completed for the project; and
- B) The custodian and location of the documents which constitute the record of these proceedings is the Plumas County Planning Department, 555 Main Street, Quincy, California.

CONDITIONS

Plumas County Planning Department

- 1. The Final Parcel Map shall be in substantial conformance with the Tentative Parcel Map (Sheet 1 of 1) prepared by Vestra Resources, Inc. dated December 2024, updated March 2025, and received March 31, 2025, except as modified by these conditions.
 - A. An additional information sheet shall be prepared with the following information:
 - i. Include note stating, "Should development occur, all applicable sections of California Code of Regulations, Title 14. Natural Resources, Division 1.5. Department of Forestry and Fire Protection, Chapter 7. Fire Protection, Subchapter 2. State Minimum Fire Safe Regulations found in Public Resource Code 4290 shall be applied."
 - ii. Include note stating, "Structures constructed in the State Responsibility Area (SRA) are required to comply with Public Resource Code 4291 and the defensible space regulations in California Code of Regulations, Title 14. Natural Resources, Division 1.5. Department of Forestry and Fire Protection, Chapter 7. Fire Protection, Subchapter 3. Fire Hazard."
 - iii. Show the existing structure on Parcel 1, existing trash enclosure improvement, existing easements, existing utilities, contour lines, Parcel 1 and Parcel 2 boundaries and labels with associated acreage, and adjacent roads.
- 2. The Tentative Parcel Map date of expiration shall be August 13, 2027, and the Final Parcel Map shall be recorded prior to August 13, 2027, or an Extension of Time shall be filed.
- 3. Applicant shall provide a completed and signed Hazardous Waste and Substances Statement.

Plumas County Engineering Department

4. The following verbiage shall be included on the additional information sheet as follows:

Supplemental Information described on 9PM127 including an additional information sheet and Certificate of Ownership on file with the County Recorder in book 496 of Official Records at page 635 and 636 shall apply to this subdivision.

5. To reconcile Parcel 1 encroachments (i.e., existing trash enclosure improvement and portion of the driveway serving Parcel 1), either of the following shall be performed prior to recordation of the final map:
- a. In accordance with Plumas County Code (PCC) Sec. 9-11.030. - Purpose of easement and Sec. 9-11.080. - Recordation and effect, an easement for the existing trash enclosure improvement located on the parcel line shared by Parcel 1 and Parcel 2 shall be prepared and recorded; and in accordance with PCC Sec. 9-11.030. - Purpose of easement and Sec. 9-11.080. - Recordation and effect, an easement for the portion of the driveway serving Parcel 1 providing access from Trilogy Lane located on the parcel line shared by Parcel 1 and Parcel 2 shall be prepared and recorded, OR
 - b. Adjust the new property boundary location between Parcel 1 and Parcel 2 to the east to avoid encroachments on Parcel 2 by the existing trash enclosure improvement and portion of the driveway serving Parcel 1.

Plumas County Environmental Health Department

6. In accordance with PCC Sec. 6-6.04. - Public sewer connection, each resulting parcel shall connect or remain connected to the American Valley Community Services District for sewer services.
7. In accordance with PCC Sec. 6-9.01. - Water supply required, each resulting parcel shall connect or remain connected to the American Valley Community Services District for water services.

FINDINGS

- A) The project, as proposed and conditioned, will satisfy required development standards, as per Plumas County Code, for Light Industrial Zone ("I-2") because:
1. Parcel 1 and Parcel 2 will be served by roads which meet the required County Road standards.
 2. All required wet and dry utilities and services are available to Parcel 1 and Parcel 2 or can be made available.
 3. Parcel 1 and Parcel 2 are located within the service boundaries of the Quincy Fire Protection District which provides structural fire protection and suppression services within reasonable service distance from existing fire protection facilities.
 4. Electrical power is provided to Parcel 1 and Parcel 2.
- B) The project, as conditioned, will be consistent with the Light Industrial Zone ("I-2") zoning because Parcel 1 and Parcel 2 meet the minimum standards for size, width, and use. Therefore, land division does not result in any conflict with zoning and density standards. Any future development will need to meet all County Code standards.
- C) It is found that the project is consistent with the 2035 General Plan land use designation of Industrial because the 2035 General Plan calls for industrial uses on the site and the zoning designation is Light Industrial Zone ("I-2").
- D) Parcel 1 and Parcel 2 are physically suitable for development; the design of the parcels will not cause substantial environmental damage or substantially and avoidably injure wildlife or habitat; the design of the parcels will not cause serious public health problems; and the design of the parcels will not


conflict with easements, acquired by the public at large, for access through or use of property with the proposed parcels.

- E) It is found that the design and location of Parcel 1 and Parcel 2, and the project as a whole, is consistent with the applicable regulations adopted by the California Department of Forestry and Fire Protection (CAL FIRE) adopted pursuant to Section 4290 of the Public Resources Code, State Minimum Fire Safe Regulations.
- F) It is found that ingress and egress for Parcel 1 and Parcel 2 will be provided by County maintained roads including North Mill Creek Road and Trilogy Lane for Parcel 1 and Trilogy Lane for Parcel 2, which is consistent with the 2035 General Plan and meets the regulations regarding Plumas County Code road standards for fire equipment access, as applicable, and adopted pursuant to Section 4290 of the Public Resources Code, State Minimum Fire Safe Regulations.

Zoning Administrator Notation: Any decision made as a result of this meeting may be appealed to the Board of Supervisors within ten (10) calendar days of the decision. If the tenth day lands on a Saturday, Sunday, or County holiday, the end of the appeal period will be the next working day. The appeal shall be based on relevant information stated or submitted at or prior to this meeting by (a) the applicant; (b) any owner of real property within 300 feet of the exterior boundaries of the property involved who was present at the hearing or who presented written testimony before the Zoning Administrator, or who may be adversely affected by the decision of the Zoning Administrator; (c) such other person whom the Board determines to have been adversely affected by the decision; or (d) any County department head whose department has an interest in the decision (Plumas County Code, Title 9, Chapter 2, Article 10, Section 9-2.1001). Appeals shall be filed with the Clerk of the Board of Supervisors, paying the fee according to the Planning & Building Services Fee Schedule.

ADJOURN

There being no further business, the meeting adjourns at 11:26 a.m. The next regularly scheduled meeting of the Zoning Administrator is set for September 10, 2025, in the Planning & Building Services Conference Room, located at 555 Main Street, Quincy.



Heidi Wightman, Dept. Fiscal Officer II

Tracey Ferguson, Zoning Administrator