



AGENDA

RIO DELL PLANNING COMMISSION MEETING

TUESDAY, September 22, 2026 6:00 PM

City Council Chambers - 675 Wildwood Avenue, Rio Dell

WELCOME – Copies of this agenda, staff reports and other material available to the Commission are available at the City Clerk's Office in City Hall, 675 Wildwood Avenue and on the City's website at www.cityofriodell.ca.gov. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell Planning Commission meetings often.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. CEREMONIAL MATTERS

E. CONSENT CALENDAR

1. 2026/0926.01 - Approve Minutes of the May 24th, 2026, Regular Meeting
(ACTION) Pg.#2

F. PUBLIC PRESENTATIONS

This time is for persons who wish to address the Commission on any matter not on this agenda and over which the Commission has jurisdiction. As such, a dialogue with the Commission or staff is not allowed under the Ralph M. Brown Act. Items requiring Commission action not listed on this agenda may be placed on the next regular agenda for consideration if the Commission directs, unless a finding is made by at least 2/3rds of the Commission that the item came up after the agenda was posted and is of an urgency nature requiring immediate action.

Written public comment must be submitted via email no later than 1-hour before the meeting at publiccomment@cityofriodell.ca.gov. Your comments will be read out loud, for up to three minutes.

G. SCHEDULED MATTERS/PUBLIC HEARINGS/STUDY SESSIONS

1. 2026/0526.02 – Housing Element Update - (DISCUSSION) - Pg.#6

H. STAFF COMMUNICATIONS/UPDATES

I. ADJOURNMENT

*The next Regular Planning Commission meeting is scheduled for
October 27, 2026 at 6:00 p.m.*

**RIO DELL PLANNING COMMISSION
REGULAR MEETING MINUTES
MAY 26, 2026**

CALL TO ORDER

Commissioner Knight called the regular meeting of the Rio Dell Planning Commission to order at 6:00 p.m. in the City Council Chambers, 675 Wildwood Ave, Rio Dell, California.

ROLL CALL

Present:

Commissioners Knight, Arsenault and Millington

Absent:

Commissioners Angeloff and Gurney – Excused

Staff Present:

Community Development Director Caldwell

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Knight.

CEREMONIAL MATTERS

None.

CONSENT CALENDAR

1. Approve minutes of March 24, 2026 Regular Meeting (Action)

Commissioner Knight asked if any Commissioners had any comments or corrections to the March minutes. Hearing none, Commissioner Knight asked for a motion to approve the minutes.

Motion: Commissioner Arsenault moved to approve the minutes.

Second: Commissioner Millington

Vote: Motion carried 3 – 0.

PUBLIC PRESENTATIONS

Commissioner Knight called for any public comment on non-agenda items. No written or verbal comments were received. Public Comment Closed.

SCHEDULED MATTERS / PUBLIC HEARINGS / STUDY SESSIONS

1. 2026/0526.02 – Jeffries Billboard Conditional Use Permit File No. 205-111-057; Case No. CUP 2026-01; 350 Northwestern Avenue – (Discussion/Possible Action).

Discussion

Community Development Director Caldwell presented the Staff Report. He referenced the recent Municipal Code Text Amendments regarding Freeway Oriented Billboards in the Humboldt Rio Dell Business Park (HRDBP). Director Caldwell then referred to the Plan of Operation and Site Plan submitted by the applicant and his agent.

Director Caldwell pointed out the Municipal Code requirements regarding, location, size, height, lighting, maximum number of freeway oriented billboards at the HRDBP, structural requirements referencing the Building Code, maintenance and Caltrans permit requirements under the Outdoor Advertising Act (ODA).

Director Caldwell then discussed the required findings in order to approve the Conditional Use Permit (CUP), including Zoning, General Plan, Land Use Compatibility, Site Suitability, Public Interest, Health Safety and Welfare.

Director Caldwell pointed out that the application was referred to a number of agencies and noted that only Caltrans commented on the project, noting that a permit is required pursuant to the Outdoor Advertising Act (ODA). Director Caldwell also noted that approximately ten (10) neighboring property owners were sent public notices regarding the project and the Planning Commission hearing. Director Caldwell reported that he was somewhat surprised that he did not receive any comments from any neighbors.

Director Caldwell then reviewed the recommended Conditions of Approval and noted that based on the submitted information and agency comments, that the Planning Commission adopt Resolution 191-2026 making the required findings and approving the project as conditioned in Exhibit A. Director Caldwell indicated that if the Commission had any questions, he would gladly answer them and also noted that the applicant, Jessie Jeffries as also available for questions.

Commissioner Knight asked the Commission if there were any questions. Commissioner Millington wanted clarification on the location of the parcel and the sign on the parcel. Director Caldwell responded referring to the site plan on page 22 of the packet indicating that the parcel is located immediately south of the Glenn White parcel with the large brown building. Applicant Jeffries then pointed out the parcel is immediately north of the truck yard. Director Caldwell then pointed out the location on Google Maps.

Commissioner Knight asked if there were any other questions from the Commission or the public. Hearing none, Commissioner Knight closed the public hearing and asked for a motion.

Motion: Commissioner Millington moved to approve the project. Commissioner Arsenault indicated that he does not like LED signs. Commissioner Knight then moved to second Commissioner Millington's motion.

Vote: Motion carried 2 – 1.

Director Caldwell noted that the typical approval for a Conditional Use Permit is one year. He asked the applicant if he would like the approval to be for two years. The applicant indicated based on the soft marker and initial start-up costs, he would prefer the approval be for two years.

Director Caldwell asked if the Commission was interested in granting the approval for two years and if so, noted that Commissioner Millington would have to move to rescind the original motion and that it needed a second. Commissioner Millington so moved to rescind the original motion and approve the project for two years. Commissioner Knight seconded the motion and asked for a vote.

Vote: Motion carried 2 – 1.

STAFF COMMUNICATIONS / UPDATES

Director Caldwell indicated that there are no pending applications and hasn't had any meetings regarding potential projects. He then indicated that the rezone of the Todd parcel purchased by Cal Fire will be headed to the Planning Commission in the next couple months. He also indicated that he expects members of the public to attend the meeting because there is well over 100 parcels on the public notice list.

ADJOURNMENT

Motion: Commissioner Arsenault moved to adjourn the meeting.

Second: Commissioner Millington.

Vote: Motion carried 3 – 0.

The meeting adjourned at 6:30 p.m.

NEXT REGULAR MEETING

Tuesday June 23, 2026 at 6:00p.m. in the City Council Chambers.

Patrick Knight, Vice-Chair

Attest:

Kevin Caldwell, Community Development Director



Community Development Department

675 Wildwood Avenue

Rio Dell, CA 95562

(707) 764-3532

For Meeting of: September 22, 2026

☐ Consent Item; ☒ Public Hearing Item

To: Planning Commission

From: Kevin Caldwell, Community Development Director

Through: Kyle Knopp, City Manager

Date: September 16, 2026

Subject: Housing Element Update

Recommendation:

That the Planning Commission receive a presentation from staff regarding the 7th Cycle Housing Element 2027 – 2035.