



550 Main Street
P. O. Box 470
Weed, CA 96094
(530) 938-5020
(530) 938-5096 (FAX)

PLANNING COMMISSION AGENDA REGULAR MEETING

Date of Meeting: August 19, 2026
Time of Meeting: 5:30 p.m.
Place of Meeting: Commission Chambers, 550 Main Street

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL:**
- | | |
|--------------|-----------------|
| Chair | Martin Nicholas |
| Vice-Chair | Veronica Rivera |
| Commissioner | Derek Dewhurst |
| Commissioner | Brian Palmer |
| Commissioner | Robert Thomas |

3. **NON-AGENDA PUBLIC COMMENT**

This is the time set aside for those wishing to address the Commission on matters that fall under the authority of the Commission and are not listed on this agenda. No action may be taken by the Commission except to set the matter presented for the next regular Commission meeting.

4. **CONFLICTS OF INTEREST**

If a member of the Commission has a conflict of interest on any item on this agenda, this is the time to declare it. The Commissioner will step from the dais at the time the matter comes under Commission consideration.

5. **AGENDA -**

PUBLIC HEARING PROTOCOL

1. The Mayor/Chair introduces the agenda item.
2. Staff Report is presented.
3. Public Hearing is opened.
 - a. Presentation by Project Proponent/Consultant
 - b. Testimony by Interested Parties.
 - c. Rebuttal by Project Proponent.
 - d. Staff Response.
4. Public Hearing is closed.
5. City Council/Commission Discussion of Project.
6. Action.

Planning Commission will hold public hearing(s) to consider the following:

- A. Request for Use Permit to operate a short-term vacation rental:
401 Main Street APN 060-041-050, Owners Carrie Hoyt and Kaen Plank.**

6. **APPROVAL OF MINUTES:** April 15, 2026

No formal motion is required to accept the minutes. If there are no corrections, the minutes stand approved as written.

7. **COMMISSIONER'S REPORTS**

Items presented here will be informational or for the purpose of inquiry and may result in subsequent action by staff responding at this time or at a future meeting.

8. **STAFF REPORTS**

9. **ADJOURNMENT**

Staff reports and/or other written documentation pertaining to the items on the agenda are on file in the Office of the City Clerk and are available for public inspection during normal weekday business hours. Information may be obtained by calling (530) 938-5020. City Council Minutes and Agendas may also be available on the City's website: <http://www.ci.weed.ca.us>. Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 550 Main Street during normal business hours, or on the City's website at www.ci.weed.ca.us.



CITY OF WEED
PLANNING COMMISSION
Staff Report

MEETING DATE: August 19, 2026

REQUEST: Request for a Use Permit to Operate Short-Term Vacation Rental

LOCATION: 401 Main Street, Weed, CA 96094
APN: 060-041-050

APPLICANT: Carrie Hoyt and Karen Plank

PROPERTY OWNER: Carrie Hoyt and Karen Plank
PO Box 1001
Soda Springs, CA 95728

RECOMMENDATION

"I move that the Planning Commission find that the proposed project is exempt from CEQA per CEQA Guidelines Section 15061 (3) and approve a Conditional Use Permit for Carrie Hoyt and Karen Plank at 401 Main Street APN 060-041-050, subject to conditions of approval in this Staff Report."

PROJECT/AREA DESCRIPTION

General Plan Designation: R-4, Residential Mixed Use
Zoning Designation: R-4, Residential Mixed Use
Property Size: 0.172 Acre (approx.)

PROPOSED PROJECT

The proposed project is for a conditional use permit (CUP) to allow a short-term vacation rental at 401 Main Street Weed CA 96094. (see Figure 1).



Figure 1 Site Location Front (Under Construction)



Figure 2 Site Location Rear



Figure 3 Street View North



Figure 4 Street View South

ANALYSIS

The Weed Zoning Code (section 5.24) establishes the following requirements for a short-term vacation rental:

1. Applicants must pay an application fee to the city clerk. (§ 5.24.030c)
2. Applicant shall apply and pay the fee for a city business license upon the issuance of a permit and before offering any short-term rentals. (§ 5.20.040)
3. The applicant shall pay to the city a transient occupancy tax in the same amount and on the same terms and conditions as is required of hotels and motels operations within the city. (§ 5.24.050)
4. The applicant cannot offer the leased premises for short-term rental occupancy if the lease prohibits it. (§ 5.20.060)

The 1,320 square foot home was built in 1908, a 3-bedroom, 2-bathroom home. Concerns about short-term vacation rental usually come from parking issues, noise levels from occupants, and neighboring residents having a contact in case there are issues with the rental. (loud parties, etc.).

In order to address parking issues, the applicant must designate a parking spot for the unit and set a limit on motor vehicles for the unit.

As for noise levels, future occupants would need to comply with the maximum permissible sound levels for residential designations as established in the City's Municipal Code Chapter 9.18, Noise Control. Staff recommend applicant register with the Weed Police Department include contact information containing a phone number that can be reached during all hours in case of emergency at the home or loud parties, etc.

As for snow maintenance, the applicant as a property owner shall take reasonable and prompt measures to remove snow from, and treat ice with sand or other appropriate material, to provide traction on sidewalks as stated in the City's Municipal Code Section 12.16.060, Snow removal from sidewalks.

With these provisions in place, Staff believes the short-term vacation rental at this location would not significantly disrupt the surrounding homes in the area.

ENVIRONMENTAL REVIEW

The proposed project meets the criteria for an exemption from the California Environmental Quality Act Guidelines (CEQA) Section §15061(3)

Project is exempt because it is a passive use in an existing facility. Renting residential rooms on short term basis is not a use that requires additional construction that expands the structure or otherwise requires construction or disturbance.

Per conditions of approval, the applicant will need to be responsible for maintaining the property.

FINDINGS

Section 18.32.040 of the Weed Municipal Code requires that the Planning Commission make the following findings to approve a Use Permit.

1. The proposed use is allowed with a use permit within the applicable zoning district and complies with all applicable provisions of this development code.

Comment: The project site is zoned R-4, Residential Mixed Use. As mentioned in 5.24.030b vacation rentals are allowed in all zoning districts only upon the application and issuance of a conditional use permit by the planning commission. The proposed project requests a conditional use permit as a short-term vacation rental, therefore if the Commission approves the conditional use permit the project will be consistent with the R-4 zone district.

2. The proposed use is consistent with the general plan and any applicable specific plan.

Comment: The project site is designated Residential Mixed Use on the Land Use Map of the City of Weed General Plan. Since the conditional use permit allowing short-term vacation rental operations would be similar to the existing residential environment, the proposed use is consistent with the General Plan.

3. That the establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use.

Comment: The proposed use of the site is consistent with the surrounding uses in the residential area. The conditions of approval will ensure that impacts from future occupants are contained within the project site and would not affect the neighborhood. The combination of compliance with Weed municipal code and the conditions of approval included in this staff report, support the Commission making this finding.

4. That the proposed project will not be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city.

Comment: The proposed project does not include permanent improvements. Applicants offering the leased premises for short-term rental occupancy would be held responsible for maintenance of the property such as snow removal and disclosing the acceptable noise level for the residential area as mentioned in the City's Municipal Code. As these are not permanent changes to the site, there is no conflict with the area or the city.

5. Application for use permits shall be made in writing by the owners of the property, lessee, purchaser in escrow, or optionee with the consent of the owners.

The application materials include written permission from the property owner to the City clerk.

CONDITIONS OF APPROVAL

Staff's recommended conditions of approval for the proposed project are included in the attachments to this report.

PUBLIC HEARING NOTICE

Legal Notice for this item were sent to all property owners of record within a 300-foot radius of the project site as required by California State Law §65091(a)3.

ALTERNATIVE PLANNING COMMISSION ACTIONS

- Approve the Conditional Use Permit with attached or alternate conditions.
- Deny the Conditional Use Permit
- Continue the item to a future meeting.

ATTACHMENTS:

- A. Application Materials

**Conditional Use Permit for
Carrie Hoyt and Karen Plank 401 Main Street, Weed, CA 96094**

**Conditions of Approval
APN: 060-041-050**

1. Applicant must provide accessible parking space or disclose to the occupant about public parking along city street.
2. Applicant as property owner within a single-family residential area shall take reasonable and prompt measures to remove snow from, and treat ice with sand or other appropriate material, to provide traction on such sidewalks (§12.16.060).
3. Applicants must pay an application fee to the city clerk for a conditional use permit. (§ 5.24.030c)
4. Upon the issuance of a permit and before offering any short-term rentals, the applicant shall apply and pay the for a city business license. (§ 5.20.040)
<https://www.ci.weed.ca.us/page/business-license>
5. The applicant shall pay the city a transient occupancy tax in the same amount and on the same terms and conditions as is then requires of hotels and motels operations within the city. (§ 5.24.050) <https://weed.hdlgov.com/home/index/tot>
6. The applicant shall not offer the leased premises for short-term rental occupancy where the lease prohibits it. (§ 5.20.060)



CITY OF WEED

P. O. Box 470, Weed, CA 96097
530.938.5020 530.938.5096 (FAX)

RECEIVED
JUL 01 2026
CITY OF WEED



APN _____

PROJECT NO. _____

Conditional Use Permit Application (Print or Type in Black Ink Only)

- | | |
|--|--|
| ☐ Conditional Use Permit \$150 | ☐ Special Animal Permit \$25 |
| ☐ Architectural Review / Design \$100 | ☐ Second Dwelling Unit \$150 |
| ☐ Subdivision (4 or Less) \$200* | ☐ Boundary / Lot Line Adjustment \$100 |
| ☐ Subdivision (5 or More) \$500* | ☐ Variance \$150 |
| ☐ Zone Amendment \$160 | ☐ Tree Cutting Permit -- Residential \$25 / Commercial \$75 / Home Firewood \$0 |
| ☐ General Plan Amendment \$500 | If not listed, check with Planner for fees and description |
| ☐ Home Occupation Permit \$75 | |
| ☐ Sign \$75 | |

In addition to the above fees, applicants shall be required to reimburse the City of Weed for any additional costs of issuing permit, including but not limited to, extraordinary fees for legal counsel and/or consultant costs.

* Engineering and planning consultant fees are assessed on a per hour basis. An initial fee, based on an estimated number of hours for the individual project will be determined at the start of the project, and must be paid by the applicant in addition to the application fee prior to commencement of the application process.

USE PERMIT APPLICATION

OWNER AND REPRESENTATIVE

Applicant: Name CARRIE HOYT KAREN PLANK
Address 401 MAIN ST WEED, CA 96094
Phone 530-906-3021

Landowner: Name CARRIE HOYT KAREN PLANK
Address: 401 MAIN ST WEED, CA 96094
Phone Number: 530-906-3021

Representative: Name CARRIE HOYT
Address: P.O. Box 1001 SOGA SPRINGS, CA 95728
Phone Number: 530-906-3021

PROPERTY FOR WHICH THE USE PERMIT IS BEING REQUESTED

.25 Acres 1400 Square Feet

ACCESS TO THE PROPERTY: (show access on the map)

☒ City Street 401 MAIN ST (Name)

☐ State Highway _____ (Name)

☐ Recorded Private Road Easement Official Record No. _____

☐ Other _____

FLOOD WATER DRAINAGE CONTROL

Are there any natural or man-made water sources on the property?

☐ Yes ☒ No If yes show high water mark on the map.

IS THE PROPERTY SUBJECT TO SATURATION DUE TO:

☐ Yes	☒ No	Springs
☐ Yes	☒ No	Seeps
☐ Yes	☒ No	Irrigation Ditches
☐ Yes	☒ No	Surface Water
☐ Yes	☒ No	Other

If you answer yes to any of the above, show location on the map.

ARE THERE ANY BUILDINGS LOCATED ON THE PROPERTY:

☒ Yes, If the answer is yes, indicate location on map and label according to use.
☐ No

APPROXIMATE PERCENTAGE SLOPE OF PROPERTY

☒ 0-5% ☐ 5-10% ☐ 10-15% ☐ 15-20% ☐ 20-25%

☐ 25-35% ☐ over 30% (show direction and percentage on map)

DESCRIBE THE PRESENT USE BEING MADE OF THE PROPERTY

SINGLE FAMILY HOME WITH GARAGE

FILING FEES:

\$ 150.00 Make your check payable to the City of Weed.

****Your application will not be accepted by the Planning Department unless the appropriate filing fee accompanies it****

****If the project is approved other fees may include the following****

CEQA Document	Fees Effective January 1, 2026
Negative Declaration (ND)	\$3,043.75
Mitigated Negative Declaration (MND)	\$3,043.75
Environmental Impact Report (EIR)	\$4,227.50
Environmental Document pursuant to a Certified Regulatory Program (CRP)*	\$1,437.25

\$ 50.00 payable to the Siskiyou County Clerk.

****These fees are not paid until the City adopts the environmental determination and paid at the County Clerk's office upon filing****

PROPERTY OWNER SIGNATURE REQUIREMENTS:

I hereby certify that the facts, statements, and information presented within this application form are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the City. I hereby certify that I have read and fully understand all the information required in this application form. I certify that I have read and understand Chapter 18.32.020, 030, and 040 of the Weed Municipal Code; Use Permit.



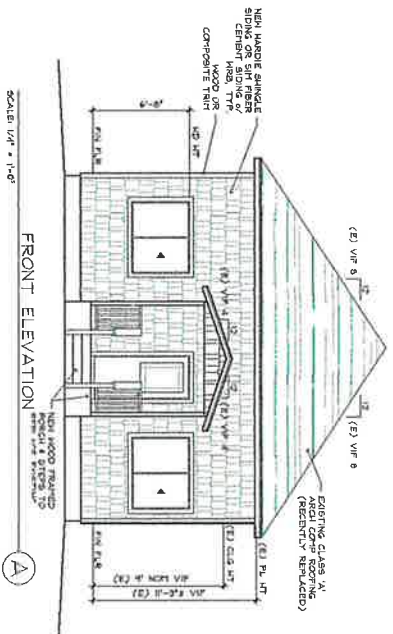
Signature of Owner(s)

401 MAIN ST

WEED, CA 96094

Address

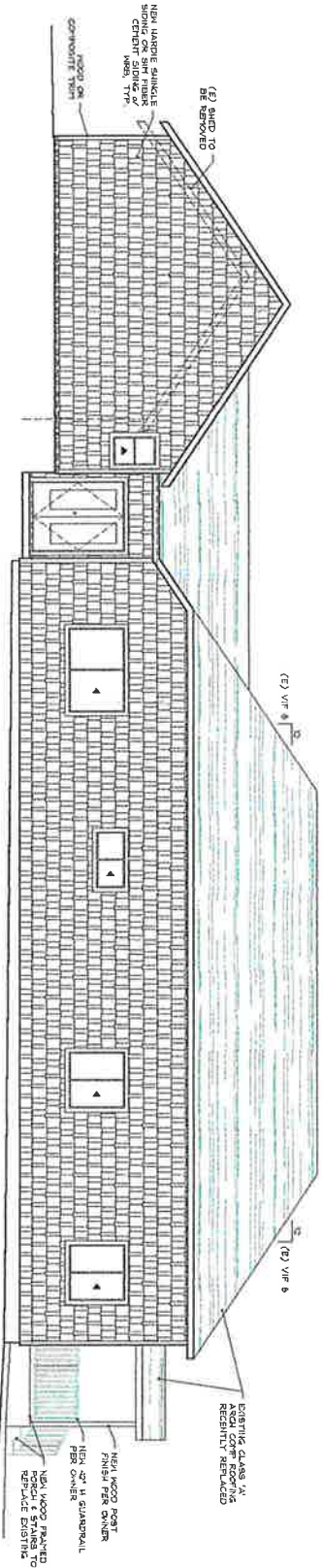
In addition to those items indicated, Use Permit Plot Plan and diagrams shall be no larger than



SCALE 1/4" = 1'-0"

FRONT ELEVATION

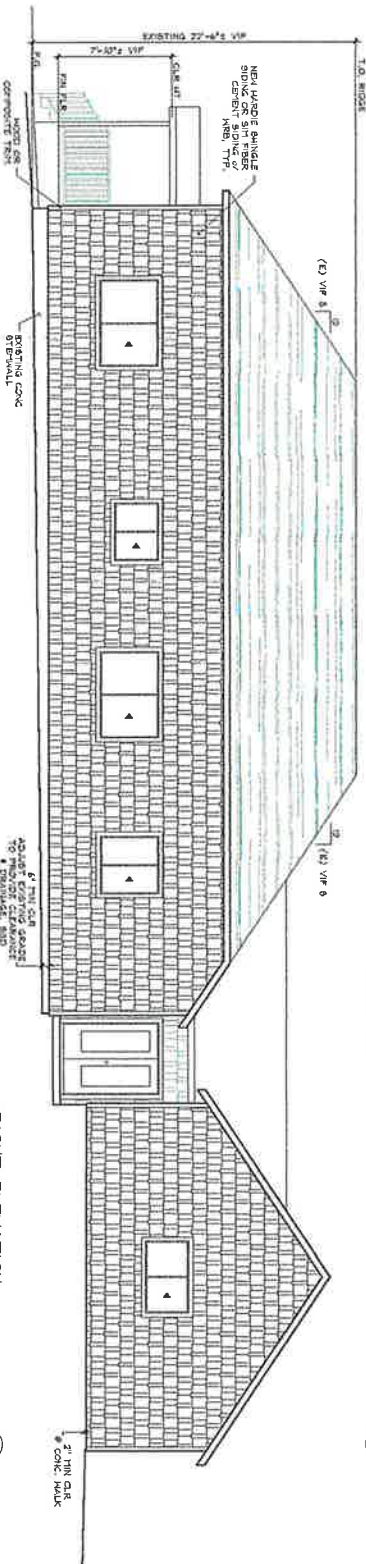
(A)



SCALE 1/4" = 1'-0"

LEFT ELEVATION

(B)



SCALE 1/4" = 1'-0"

RIGHT ELEVATION

(C)

ORTHOGONAL DESIGN, INC. RESERVES ITS COMMON LAW COPYRIGHT AND OTHER PROPRIETARY RIGHTS IN THESE PLANS.



ELEVATIONS

NEW BROWN

PROJECT NUMBER	106.01
DATE	12-27-24
SCALE	AS NOTED
DRAWN BY	BTL
CHECKED BY	BTL
SHEET	A3

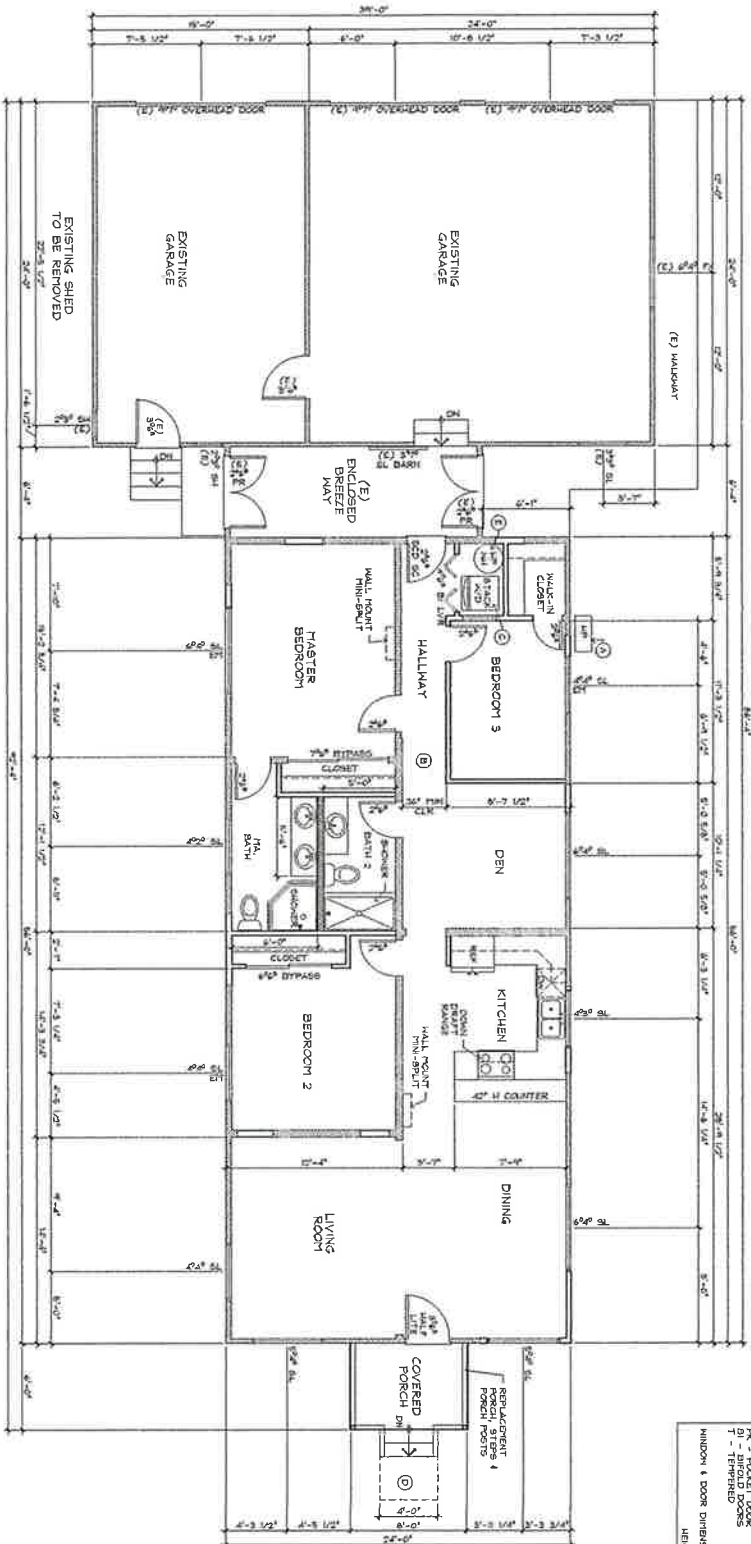


REV 191005

 Ω [illegible]

PARCEL BOUNDARY
SIDE OF ROADWAY/
ROAD - UNPAVED
WATER LINE
SANITARY SEWER
OVERHEAD POWER
UNDERGROUND POWER
TELECOM
FENCE
SPOT ELEVATION
EXISTING GRADE
UTILITY POLE
STREET LIGHT
UTILITY PULLBOX
POWER VALVE
IRRIGATION BOX
WATER WELL

4. INSTALL HEAT PUMP PER FIG. 4. SECURE ANCHORS TO CONG. PAD OR WALL BRACKET.
5. 20-40 PSI NITR. CHARGE ABOVE.
6. LOCATE DRYER. DUCT UNDERLOOR VENT TO EXTERIOR. 3" FT. FROST BUILDING OPENINGS OR HEAT PUMP.
7. 36" MIN. LAMBDA.
8. HEAT PUMP. HEATERS PER FIG. 4. VARYING DUCTING, CLEARANCES & MIN. DOOR SIZE WITH FTR. PROVIDE SILENT STAMPING PER Q/C

[illegible]

FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

④

ONMONTGATE DESIGN, INC. RESERVED ITS COPYRIGHT AND OTHER PROPERTY RIGHTS IN THESE PLANS.

NORTHGATE
design, inc.

20506 BIG SPRINGS RD
SUITE A
WEED, CA 96094
PH: 530-918-6074

DO NOT REUSE THESE COUPONS

HORT + PLANK
RESIDENTIAL REMODEL
401 MAIN ST
MENDOTA, CA 94024
APRIL 060-041-050

—○○○—



FIRST FLOOR
PLAN

REVIEWER:

BTL

REC. BY MSTC

RECORDING REQUESTED BY:
Mt. Shasta Title & Escrow Company

**MAIL TAX STATEMENT
AND WHEN RECORDED MAIL DOCUMENT TO:**
The Hoyt-Plank 2022 Family Trust
PO Box 1001
Soda Springs, CA 95728



* \$ R 0 0 0 0 0 6 1 0 4 6 \$ *

Siskiyou County Recorder
Craig S. Kay, Assessor-Recorder
DOC - 2023-0008102

Requested By: Mt. Shasta Title and Escrow
November 7, 2023 01:48 PM
Total Paid: \$204.00

Receipt No.: 2023374555
pjohnson/ASR-1401-2

Space Above This Line for Recorder's Use Only

A.P.N.: 060-041-050

File No.: 4702-7029388 (RG)

GRANT DEED

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX **\$187.00**; CITY TRANSFER TAX \$;
SURVEY MONUMENT FEE \$

- [☒] computed on the consideration or full value of property conveyed, OR
[] computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
[] unincorporated area; [☒] City of **Weed**, and

EXEMPT FROM BUILDING HOMES AND JOBS ACTS FEE PER GOVERNMENT CODE 27388.1(a)(2)

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **James L. Dalin and Thomas F. Mulvihill, Jr., Trustees of The Maria J. Oto Revocable Trust**, created pursuant to court order for substituted judgment filed on June 9, 2022, Siskiyou County Court Case No. SCCVPB 21-1351

hereby GRANTS to **Karen Dawn Plank and Carrie Lawrence Hoyt, Trustees of The Hoyt-Plank 2022 Family Trust**, dated January 27, 2022

the following described property in the City of **Weed**, County of **Siskiyou**, State of **California**:

Lot 5 in Block 3, as shown upon that certain map entitled, "Weed Subdivision Unit No. 1", filed for record December 10, 1958 in Town Map Book 3, at pages 5 through 9, inclusive, Siskiyou County Records.

Mail Tax Statements To: **SAME AS ABOVE**

Date: **11/03/2023**

A.P.N.: 060-041-050

File No.: 4702-7029388 (RG)

Dated: November 03, 2023

James L. Dalin and Thomas F. Mulvihill, Jr.,
Trustees of The Maria J. Oto Revocable Trust,
created pursuant to court order for substituted
judgment filed on June 9, 2022, Siskiyou County
Court Case No. SCCVPB 21-1251

Thomas F. Mulvihill Jr.
Thomas F. Mulvihill Jr., Trustee

James L. Dalin
James L. Dalin, Trustee

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)SS

COUNTY OF Siskiyou)

On November 6, 2023 before me, Shauna Cavin, Notary Public, personally appeared

James L. Dalin and Thomas F. Mulvihill, Jr.

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.

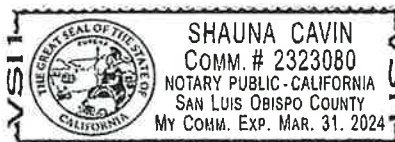
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

This area for official notarial seal.

Shauna Cavin

Notary Signature



Notice of Exemption

To: Office of Planning & Research
1400 Tenth Street
Sacramento, CA 95814

County Clerk
County of Siskiyou
311 Fourth Street Room 201
Yreka, California 96097

Project Title: Conditional Use Permit

Project Location – 401 Main Street Weed CA 96094 APN: 060-041-050

Project Location – City: City of Weed

Project Location – County: Siskiyou

Description of Nature, Purpose & Beneficiaries of Project:

Use Permit for Short Term Rental

Name of Public Agency Approving Project: City of Weed

Name of Person or Agency Carrying Out Project: Carrie Hoyt and Karen Plank

Exempt Status: Categorical Exemption CEQA Reference §15061 (3) of CEQA Guidelines.

Reasons Why Project Is Exempt

Passive use on an existing facility, renting residential rooms on short term basis is not a use that requires additional construction that expands the structure of otherwise requires construction of disturbance.

Lead Agency Contact Person: Dustin Stambaugh, Planning Director **Area Code/Phone:** 530-938-5020

Signature: _____ **Date:** _____ **Title:** City Manager/ Planning Director
Date received for filing at OPR:

CITY OF WEED PLANNING COMMISSION
MEETING MINUTES
APRIL 15, 2026

The Planning Commission of the City of Weed held a regular meeting on Wednesday April 15, 2026, at 5:30 p.m. at 161 E Lincoln Ave. Vice Chair, Monica Rivera called the meeting to order at 5:30pm and led the Pledge of Allegiance. Present, in addition to Vice Chair Rivera were Commissioner Dewhurst, Palmer, and Thomas, Planning Director Stambaugh, and Commission Secretary Sandra Duchi.

Commissioner Rivera moved to excuse Commissioner Nicholas. Commissioner Palmer seconded the motion and the vote was:

Yes: Commissioner Dewhurst, Palmer, Rivera, and Thomas

NOES: None

ABSENT: Commissioner Nicholas

NON-AGENDA PUBLIC COMMENT

There was none

CONFLICTS OF INTEREST

There were none.

PUBLIC HEARING

A. Planning Commission with consider approval for Conditional Use Permit modification for Jeremy and Natasha Pearson at 600 N Weed Blvd. for an additional outside equipment storage shelter. Applicant Planning Director Stanbaugh presented the staff report. Natasha Pearson discussed the shed. Commissioners questions were asked and answered.

Motion to approve modification of use permit. Motion Palmer, second Dewhurst

YES: Commissioners Dewhurst, Palmer, Rivera and Thomas

ABSENT: Nicholas

APPROVAL OF MINUTES

There was no correction to the minutes of the meeting of November 19, 2025, and they were approved as written, copies of which were distributed to the Commission for review prior to the time of the meeting.

COMMISSIONERS REPORTS

College of the Siskiyous has started construction of the student housing, approval for the theatre arts project should come next week. Construction should take two years.

STAFF REPORT

Planning Director Stambaugh thanked Commissioner Rivera for her patience with the containers at the college, commented on the Main Street clean up.

ADJOURNMENT

Commissioner Rivera moved to adjourn the meeting. Commissioner Thomas seconded the motion, and the vote was:

YES: Dewhurst, Palmer, Rivera, and Thomas

ABSENT: Nicholas

Meeting adjourned 5:46 P.M. SINE DIE

ATTEST:

Commission Secretary