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**PLUMAS COUNTY  
ZONING ADMINISTRATOR**  
Minutes of the Special Meeting of June 24, 2025

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The Plumas County Zoning Administrator convened in a meeting on June 24, 2025, at 1:02 p.m. in the Permit Center Conference Room, Quincy. Zoning Administrator, Tracey Ferguson, presiding. Senior Planner, Tim Evans, is 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**

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 that the Planning Department received an email from the applicant, CoastHills Credit Union, stating that they would like to request a continuance of the public hearing, as the applicant has questions about the conclusions reached by Planning staff and would like an opportunity to prepare a response, but needs adequate time to do so. Morgen Benevedo, CoastHills Credit Union, via the telephone, confirms they are requesting a continuance of the public hearing to allow time to go over the staff report. It is a *Conditional* Certificate of Compliance, and they were anticipating simply a Certificate of Compliance. Continuing, Benevedo states that CoastHills Credit Union would like more time to review the staff recommended conditions. At this point Benevedo questions the conditions but does not have enough time to provide a full response and needs to obtain a legal opinion on the matter. Benevedo states he is going to be out of the office on medical leave so he's requesting a meeting date in August 2025 to give him enough time to get back and review.

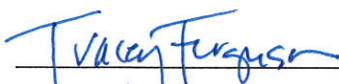
Ferguson continues this item to the August 13, 2025, Zoning Administrator meeting at 10:00 a.m.

***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 1:05 p.m. The next regularly scheduled meeting of the Zoning Administrator is set for July 9, 2025, in the Planning & Building Services Conference Room, located at 555 Main Street, Quincy.

  
Heidi Wightman, Dept. Fiscal Officer II

  
Tracey Ferguson, Zoning Administrator